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The following checklist is designed to assist the supervisor in acquainting the new employee with the College and his/her department. Please review the relevant items below with the new employee and check off each as it is completed and note the date of completion.

**Employee Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Employment**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Role**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Pre –Arrival** | **Date completed** |

* Arrange the work station and any hardware that may be required

i.e. laptop (can take up to 3 weeks) /desktop, phone, etc \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Assign a telephone extension number with Estates \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Ensure IT have sent you an email to confirm IT Access \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact new employee and arrange a start time/ meeting point \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Schedule and conduct 1-2-1 meetings with key members in the team \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Consider any likely immediate training needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prepare schedule of activities/assignments for the first month \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **First Day /Throughout the first week** | **Date completed** |

* Introduce employee to co-workers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tour of the work area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bring employee to IT to get an ID staff card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Review job description, outline of duties and expectations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Review hours of work, explain policies and procedures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Explain the use of office equipment i.e. voicemail , network drives etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Introduce the Staff Portal and RCSI website \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **During the first month** | **Date completed** |

Discuss the following with the employee:

* Attend HR Induction morning \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Does the job meet your expectations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Any Learning and Development needs which have become apparent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Complete the Data Protection on-line training \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **During the Six -month probationary period** | **Date completed** |

* Review progress of new employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Appraise performance of new employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Complete and forward probation review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Celebrate successes and recognition of employee contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_