



## Office of Human Resources

### Manager's Checklist for New Employees

This checklist has been created to assist Managers at Coppin State University with important information needed for the socialization of University New Hires. Included are key items and references that may be needed during the initial period of employment.

#### BEFORE THE START DATE

<input type="checkbox"/>	After Human Resources has finalized the offer you can call your new hire and confirm: <ul style="list-style-type: none"> <li>▪ Start date</li> <li>▪ Business hours</li> <li>▪ Office Parking Location</li> </ul>
<input type="checkbox"/>	Prepare a first week agenda.
<input type="checkbox"/>	Notify your department of the new employee.
<input type="checkbox"/>	Pre-enroll the employee for any required job related trainings.
<input type="checkbox"/>	Ensure work area is set up appropriately with necessary supplies.
<input type="checkbox"/>	Contact the Division of Information Technology to have any technical items (e.g. computer, telephone) set up and arrange for access to common shared drives.
<input type="checkbox"/>	Put together a welcome packet from the department and include: <ul style="list-style-type: none"> <li>▪ Job description</li> <li>▪ CSU Staff Handbook</li> <li>▪ Contact information for employees in the department</li> <li>▪ Map of campus with building(s) highlighted</li> <li>▪ Mission/Vision and guiding principles for CSU and department.</li> </ul>

#### FIRST DAY - SET UP FOR SUCCESS

<input type="checkbox"/>	Provide employee key(s) and building access.
<input type="checkbox"/>	Introduce employee to the department and staff.
<input type="checkbox"/>	Have an employee to escort the new employee to the ID Badge office, parking office, and IT for network access.
<input type="checkbox"/>	Provide department or building specific safety and emergency information.
<input type="checkbox"/>	Clarify the first week's agenda and confirm required and recommended training.
<input type="checkbox"/>	Review job description, outline of duties, and performance goals.

<input type="checkbox"/>	Schedule a bi-weekly 1:1.
<input type="checkbox"/>	Describe how employee's job fits in the department, and how the job department contributes to the University.
<input type="checkbox"/>	Review hours of work. Explain policies and procedures for overtime, use of vacation and sick time, holidays, etc.
<input type="checkbox"/>	Ensure employee has an IT representative to set up technology accesses if required.
<input type="checkbox"/>	Send welcome email to new employee and staff.
<input type="checkbox"/>	Explain conference room reservations.
<input type="checkbox"/>	Show printing and supply room.
<input type="checkbox"/>	Explain how the new employee can request needed work items.
<input type="checkbox"/>	Take the employee on a campus tour.

Work to complete the Network Account Access Forms on Day 1 of employment as these forms all require the manager's signature.

### NETWORK ACCOUNT ACCESS FORMS

<input type="checkbox"/>	PeopleSoft (EagleLinks) Application Form
<input type="checkbox"/>	Employee Computer/Internet and Usage Declaration
<input type="checkbox"/>	Network Account Request (For CSU email, file sharing and printing)

Questions regarding the Manager's Checklist can be directed to the Office of Human Resources at [HR@coppin.edu](mailto:HR@coppin.edu) or you may call 410-951-3666.