

## DEPARTMENT CHECKLIST FOR NEW SALARIED EMPLOYEES – FACULTY & STAFF

On-boarding conducted at the department level by the employee's supervisor or on-boarding coordinator

Employee Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Role Title \_\_\_\_\_ Position Number \_\_\_\_\_

Department \_\_\_\_\_ University Phone Number \_\_\_\_\_

Effective Date of Appointment \_\_\_\_\_ Employee's PID \_\_\_\_\_

When approved, eligible for overtime compensation?  Yes  No

Emergency or Essential Personnel?  Yes  No

Employee Appointment Status (Check one in each column.)

<input type="checkbox"/> Faculty	<input type="checkbox"/> Regular	<input type="checkbox"/> Full Time	<input type="checkbox"/> Original Appointment
<input type="checkbox"/> Staff	<input type="checkbox"/> Restricted	<input type="checkbox"/> Part Time (80% -99%)	<input type="checkbox"/> Re-Employment
		<input type="checkbox"/> Part Time (50%-79%)	<input type="checkbox"/> State Transfer

---

### PROCEDURES FOR COMPLETION

This checklist is designed as a guide for the on-boarding of on and off campus salaried employees (faculty and staff).

1. The items on the checklist should be reviewed with the employee by his/her supervisor or the department's on-boarding coordinator. Once signed, the original of this form should come to Human Resources following department/ college procedure. A copy of this form should be given to the employee.
2. For additional information, please contact the University On-Boarding Coordinator at 231-9331.

### First Week Information

#### Work Space Information

- Give work area tour, including the employee's specific work area and other pertinent areas (including lounge and break areas)
- Introduce the new employee to co-workers and supervisors and explain the working relationship
- Show employee entrance and exit, during work hours and after work hours if applicable, provide keys if required and parking information (including parking permits)
- Show location of emergency exits, emergency meeting place, fire extinguishers, emergency evacuation procedures, first aid kits, etc
- Explain how, when, and to whom to report accidents and emergencies
- Provide a map of campus; show buildings or locations that affect the employee's job responsibilities
- Show location of supplies, procedure for obtaining additional supplies, and proper use of equipment (fax machine, copier, etc)
- Show location of incoming and outgoing mail
- Explain use of departmental telephones (including cellular phones): how they should be answered, personal use, voicemail setup and retrieval, and billing information, etc
- Explain departmental policy on personal cell phone usage during work hours
- Review appropriate work attire (uniform requirements, casual days, etc)

- Explain non-work related department activities (office parties, socials, sports groups, etc)
- Explain department policies for: visitors during work hours, food and drink in work area, non-profit/for profit solicitation, and compliance with the university's smoking/ tobacco policy
- Explain use of Hokie Passport that is specific to employee's job (access to buildings, labs, or parking lots)

**Work Schedule Information**

- Explain work hours, including lunch and break periods
- Explain overtime procedures: approval of working overtime, eligibility for overtime compensation (exempt or non-exempt), and type of compensation (pay or compensatory time-off)
- Explain travel requirements; nature, frequency, regulations, and the corporate travel card or other departmental reimbursement policies

**Leave**

- Explain procedure for requesting time off, sick leave procedures, (who to contact, doctor's excuse, etc) and departmental guidelines for holiday staffing
- Explain if employee is considered emergency/ essential personnel, and the requirements
- Explain how the department will communicate closing information, if closing is other than a Blacksburg campus closing
- Explain departmental leave reporting procedure (individual or designee), provide link for website, and discuss time-worked sheet if required for position

**First Month Information**

**Training and Performance Planning**

- Ensure employee is familiar with and has a copy of job description
- Explain department policy for tuition waiver and tuition reimbursement program and other training/professional development opportunities
- Explain any departmental or job specific training and/or requirements in regards to safety (personal and public), legal, and equipment
- For Staff Only - Begin work on Performance Plan for 6 month, 12 month and yearly review
- For Faculty Only – Discuss methods of evaluation and compensation

I have explained all of the above items to this employee and the employee has had the opportunity to ask questions.

Print Supervisor's Name	Supervisor's Signature	Date
Print On-Boarding Coordinator's Name	On-Boarding Coordinator's Signature	Date
Print Employee's Name	Employee's Signature	Date

**\*\*\*\* Please attach any department specific on-boarding information\*\*\*\***