2.1 Business Operations Division New Hire Checklist Procedure

Purpose

To ensure a new hire employee or transfer employee has a smooth transition, Management, Administration and Support staff will have applicable designated tasks completed with the aid of a New Hire Checklist.

This Procedure provides instructions for the Business Operations Division staff to ensure the new hire will be able to work in the appointed position upon arrival.

Use of the New Hire Checklist

Upon receipt of a signed offer letter, the supervisor will utilize a New Hire Checklist to identify the logistics for setting up the new employee.

The supervisor is responsible for accessing the New Hire Checklist on the Business Operations common drive or from the Senior Administrative Specialist and customizing it as appropriate for the new employee.

The checklist will guide the supervisor in the following:

- Confirm workstation location
- Confirm hardware/software needs and identify systems access required
- Submit new hire information to BTS, BHR and entry in SAP
- Provide information to assist in daily routines, ex: phone, mail, printers, supplies and building access
- Schedule meetings for new employee processing, trainings, and ergo assessment
- Introduce employee to key staff
- Explain City and Bureau processes

The checklist continues through the first weeks of employment for training/orientation and review with supervisor.

The supervisor, or delegate, and Senior Administrative Specialist will confer on tasks and assignments in the checklist. Once completed, the supervisor, or delegate will give the completed New Hire Checklist to the Administrative Supervisor for placement in the new employee's OMF bureau personnel file.

Maintenance of the New Hire Checklist

The Senior Administrative Specialist will be responsible for maintaining the master checklist on the Business Operations common drive. The checklist will be reviewed biennially when the Business Operations Administrative Procedures are reviewed. However, upon receipt of feedback from new employees, supervisors, or hiring managers, the checklist may be updated between review cycles upon approval by the Business Operations Manager over the Administration Team.

Supervisors or hiring managers are responsible for customizing the checklist as appropriate for the particular position being filled.

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