

TO: UAMS Directors, Managers and Supervisors

**FROM: UAMS Office of Human Resources
(686-5650)**

Attached is a Check List you may want to use as a guide when orienting a new employee. Some of this information will be covered in the UAMS New Employee Orientation program, but it is worth repeating. After reviewing the check list with the employee, keep it for your records; you may have occasion to refer to this conversation at a later date.

As a supervisor you understand the need for effective new employee orientation. Introducing your new employee to their new surroundings, new responsibilities and fellow employees can and should be a rewarding experience for all involved, and it will make the transition period for new employees shorter, easier and more productive.

When a new employee comes to work on the first day, the chances are quite good that a feeling of uncertainty and apprehension will exist. The new employee really does not know what to expect and usually is not familiar with the organization, let alone the specific work setting. In addition, the new employee is very concerned about the type of boss you will be.

The first few days on the job are crucial in developing the proper attitude. How the new employee is treated by you and other employees stamps an impression that will last for quite some time - perhaps longer than we'd like. It is quite likely, too, that this impression will affect the employee's work attitude. The employee's ability and willingness to learn and cooperate will be influenced. All too often, the way in which an employee is treated during the first few days determines whether or not the organization will have a long-term employee.

Even though the importance of new employee orientation is well recognized, there are supervisors who take unwise short cuts which prove to be detrimental to the overall effectiveness of orientation. We urge you to seriously consider your own departmental new employee orientation. Experience and research shows that you gain time and productivity when ample time and effort are taken to orient new employees properly.

You should keep the following in mind when you are orienting your new employees:

1. Try to remember how you felt your first hour, day and week on the job. Now, put yourself in the new employee's place, and ask "How would I like to be treated?"
2. Try your best not to remind the new employee of their lack of experience. Do not flaunt your knowledge. The primary function of orientation is to familiarize the employee -- not to put your own knowledge on display.
3. Don't belittle a new employee for mistakes. Use encouragement as a positive learning reinforcement.
4. While the new employee is selling himself or herself as a valuable employee, you should, at the same time, "sell" yourself and UAMS as a good employer.
5. Try not to refer to the new employee as "new" and/or inexperienced.
6. Act and talk as though you fully expect the new employee to succeed. If you treat the employees as if they will succeed, they will sense this feeling of confidence you have in them, will instill it into themselves, and will succeed more often than not.

Attachment

2/22/2011

University of Arkansas for Medical Sciences
SUPERVISOR'S CHECK LIST FOR NEW EMPLOYEES

Employee Name:	Appointment Date:
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BEFORE THE FIRST DAY

- ◇ Register the new employee for *New Employee Orientation* and advise them that they will be attending this program either on their date of hire or on the first available Monday and Tuesday.
- ◇ Schedule the employee for orientation via SAP PV00.
- ◇ Provide new hire with new employee payroll forms. The new hire should bring these **completed** forms to HR on their date of hire or to Orientation if this is their date of hire.

Tell them...

- Where they need to park on the days they attend Orientation. Free parking is available at War Memorial Stadium, with shuttle bus service to the main campus.
 - To bring 2 forms of ID to complete the Form I-9, "Employment Eligibility Verification" (i.e., a driver's license or other picture ID **AND** a social security card or birth certificate)
 - To bring an ink pen
 - To bring social security numbers and birthdates of family members (for insurance purposes).
- ◇ Inform them that they will be required to complete an initial medical screening through Student/Employee Health Services. They will be scheduled for this screening at Orientation. Remind them that if they have had a TB skin test in the last six months, they should bring that proof with them. Otherwise, they can expect to receive their initial TB skin test at Orientation. Contact Student/Employee Health at 686-6560 if you have questions. Also, advise new hires that all UAMS employees are required to have a flu shot.
 - ◇ Confirm their job title and salary.
 - ◇ Inform employee of dress code for the first day. Do they wear their uniform?
 - ◇ Plan how to welcome the new employee. Assign a mentor to assist them in finding their way around and answering questions.
 - ◇ Make arrangements for someone to accompany the employee to lunch on the first day.
 - ◇ Prepare the employee's work area. Have keys made.

ON THE FIRST DAY

- ◇ Ask where the employee is parked to be sure that the possibility of a ticket will not cause unnecessary worry.
- ◇ Assure the employee has a safe place for personal belongings.
- ◇ While taking the employee on a department tour, make introductions to other employees.
- ◇ Show the employee the locations of restrooms, cafeteria, break areas, refrigerator, first aid, supplies, fire exits and employee entrances.
- ◇ Plan lunch for the first day. Plan to have lunch together or have a coworker join them.
- ◇ Provide them with your department's slot number, address and telephone number, as this information will be requested at Orientation.
- ◇ Escort the employee to *New Employee Orientation*.

DURING THE FIRST WEEK

- ◇ Restate their appointment data: job title (classified or nonclassified?); salary (paid biweekly or monthly?); and, eligibility for overtime pay if they work over 40 hours/week.
- ◇ Provide a copy of their job description and review your standards of expected performance. Also review the "essential job tasks" of their position, to ascertain if any accommodation is required under *The Americans With Disabilities Act* (ADA). If you have questions about the ADA, contact the Office of Human Resources (OHR) at 686-5650.
- ◇ Explain the general function and mission of your department and why the employee's job is important.
- ◇ Provide a copy of your department's organizational chart. Be absolutely sure that the employee knows who the supervisor is and who is in charge if that person is not present.
- ◇ Explain your department's interrelationships with other departments and/or outside agencies.
- ◇ Discuss their hours of work and when their lunch and break times are scheduled.
- ◇ Tell the employee how and to whom they are to report absences, illness, or emergencies. Review attendance policies that are pertinent to your department.
- ◇ Train the employee in UAMS telephone procedures (including voice and electronic mail) and the importance of being professional and courteous.
- ◇ Give the employee information about what to do if they have a problem.
- ◇ Inform them of the performance evaluation system you will use to rate their job performance. Also advise them of how their salary may be increased (i.e. through possible annual merit increase upon performance review, cost-of-living adjustments as legislated by the State, career service bonuses). Call OHR at 686-5650 if you have questions.
- ◇ Inform the employee that UAMS encourages internal promotion, and should this involve a transfer to another department, it will necessitate that they first discuss the possibility with you. Vacancy Announcements are updated by OHR each Monday, and posted on our website --> [Jobs List](#). Employees may complete an --> [Employment Application online](#) after completion of their probationary period.
- ◇ Tell the employee that they are to report on-the-job accidents and injuries to you immediately, so that appropriate Workers Compensation processes can be initiated. Call OHR at 686-5650 if you have questions.
- ◇ Review the procedure to follow in the event of a fire or other disaster.
- ◇ Give the employee information about UAMS's smoking policy.
- ◇ Advise the employee if they might be expected to work on holidays. If so, advise them that you will work with them to schedule alternative days off. Remind them that they will need to choose two personal holidays, and advise you of their choices in advance.
- ◇ Review the policy on disciplinary action for violation of rules.
- ◇ Review questions and concerns of employee.

BEYOND THE FIRST WEEK

- ◇ Pair your new hire with a mentor. The mentor should be responsible for training the new hire on the responsibilities of the job.
- ◇ The mentor process should last for 2-4 weeks depending on the nature of the job.
- ◇ Supervisor should follow up with the new hire and mentor during this time to clarify any questions or concerns.
- ◇ Other: _____
