

New Hire Preparation Guide for Administrators

About This Document

owner	HR
access & use	All Staff
what it is	<p>A guide that:</p> <ul style="list-style-type: none"> ◆ Outlines the step-by-step process for bringing a new hire on board ◆ Clarifies who is responsible for each step ◆ Provides point-and-click access to the documents needed for each step, along with instructions and examples
who uses it	<p>Anyone involved in preparing to bring a new hire on board, specifically:</p> <ul style="list-style-type: none"> ◆ Office Administrator ◆ IT ◆ Payroll & Benefits Coordinator

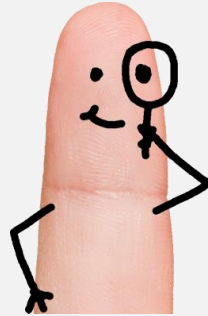
Overview

It's important for new people joining our company to feel welcome. First impressions stick!

Let's be prepared to provide new team members with the tools and information they need to be immediately productive and informed.

The procedures outlined in this guide:

- ◆ Apply to both employees and contractors.
- ◆ May be used for both existing employees transferred to new positions, and new staff members joining the company. Some items will not be applicable to existing employees. Adjust procedures as appropriate.



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On the New Hire's First Day

Meet with new hire

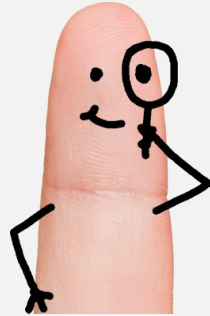
1. Take the new hire on a tour of our facilities to familiarize them with the location of the staff room, washrooms, coffee and lunchroom supplies, security system, working hours for use of elevators, supplies room, etc.
2. Review lunchroom protocols.
3. Review Office Services information in the *Employee Manual*.
4. Provide new hire with applicable materials, i.e., business cards, security key card, parking pass, etc.
5. Update phone list and *SD-ALL-4910-R. Staff & Telephone Directory*.
6. Add a linked profile to the Staff & Telephone Directory:
 - Ask the new hire to complete the *SD-ALL- 4900-M. Staff Profile Form*
 - Take a photo of the new hire to include in the profile

Information Technology (IT) Group

Before the New Hire's First Day

Prepare

1. Ensure the new hire's computer equipment is ready for use **at least 1 day** before their first day of work.
2. Set up phone, direct dial number, voice mail, and email address **at least 1 week** prior to the new hire's first day of work.
3. Email Office Administrator with the new hire's direct dial number and email address as soon as possible, so that business cards can be ordered and new hire can be added to the Staff & Telephone Directory.
4. Order cell phone if applicable. Check with Hiring Manager.
5. Order a long distance or conference calling card if applicable. Check with Hiring Manager.
6. Add the new hire to appropriate email distribution lists. Verify the lists with Hiring Manager.



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