



City of Plattsburgh

NEW HIRE CHECKLIST

For Managers
and
Department Heads

Prepared By:
Human Resources
City of Plattsburgh
41 City Hall Place
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BEFORE THE NEW EMPLOYEE'S FIRST DAY

TASK	
Send offer/welcome letter.	<input type="checkbox"/>
Notify personnel/payroll/benefits	<input type="checkbox"/>
Prepare new employee packet, including: <ul style="list-style-type: none"> • Agenda for the first week • City Organizational Chart • Departmental phone and e-mail directory • Emergency Procedures 	<input type="checkbox"/>
Notify IT Department of hire. Request email setup.	<input type="checkbox"/>
Request phone hookup and voicemail setup, if applicable.	<input type="checkbox"/>
Prepare employee work area, including: <ul style="list-style-type: none"> • Ordering any needed desk supplies & furniture • Ordering a nameplate • Assigning keys and keypad codes 	<input type="checkbox"/>
Identify employee(s) with similar responsibilities to function as the new employee's coach/mentor for work-related processes & procedures.	<input type="checkbox"/>
Add employee to Department Organizational Chart	<input type="checkbox"/>
Prepare new hire paperwork RPCF (payroll & benefits information). Send RPCF to HR Director. Send Payroll Packet (Completed W-4, IT-2104, I-9, etc.) to Senior Payroll/Personnel Associate in Finance Department	<input type="checkbox"/>
Prepare parking permit information/paperwork (if applicable).	<input type="checkbox"/>
Prepare timesheet(s).	<input type="checkbox"/>
Establish e-mail.	<input type="checkbox"/>
Complete phone and voicemail set up.	<input type="checkbox"/>

ON THE NEW EMPLOYEE'S FIRST DAY

TASK	
Send welcome e-mail to staff announcing new employee's arrival, function and location.	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Introduce employee to co-workers and buddy; give brief tour of department.	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Meet with personnel/payroll/benefits representative to complete new hire paperwork and to receive introduction to employee benefits.	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Dispense employee ID (if applicable).	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Notify departmental telecommunications contact of new hire. Request phone hookup and voicemail setup.	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Introduce employee to work area, including: <ul style="list-style-type: none"> • Ergonomic Review – arrange for/make any needed adjustments • Use of phones • Departmental purchasing policies • Computer orientation – common programs & useful websites • Review & set up standard meetings. 	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Identify employee(s) with similar responsibilities to function as the new employee's coach/mentor for work-related processes & procedures.	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Introduce employee to City and Department Organizational Charts	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Process new hire paperwork (payroll & benefits information).	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Process parking permit information/paperwork (if applicable).	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Go over timesheet(s) with employee.	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Test to be sure that e-mail and phone service is established	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>
Orient employee to worksite: <ul style="list-style-type: none"> • Coffee & break rooms and bathrooms • Photocopy and fax machines and supplies • Location of first aid and emergency supplies and mail services 	<input style="width: 40px; height: 30px; border: 1px dashed black;" type="checkbox"/>

WITHIN THE FIRST WEEK

TASK	
<p>Review new employee packet, including:</p> <ul style="list-style-type: none"> Departmental organizational chart/problem resolution channels Departmental phone and email directory Emergency procedures 	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>
<p>Be sure Employee has reviewed union contract, work rules, and procedures:</p> <ul style="list-style-type: none"> Probationary period Timesheets Vacation and sick leave accrual and use Dress code Hours of work Work rules Attendance policy Phone etiquette Personal phone and computer usage policy Union salary increase timeline 	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>
<p>Introduce employee to job:</p> <ul style="list-style-type: none"> Review job description Discuss supervisor's style and expectations Review performance goals and expectations Identify the "players" connected to the positions; make appointments with "key players" Identify the "customers" served by this position; define customer service (if applicable) Discuss employee safety Review standard meetings the employee needs to attend 	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>
<p>Identify employee(s) with similar responsibilities to function as the new employee's coach/mentor for work-related processes & procedures.</p>	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>
<p>Identify what training and development activities will be needed in the next six months.</p>	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>
<p>Meet weekly to complete orientation to work-related tasks and to ask/answer questions.</p>	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>
<p>Set performance expectations. Provide feedback on a weekly basis.</p>	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>
<p> </p>	<input style="width: 40px; height: 40px; border: 1px dashed black;" type="checkbox"/>

WITHIN THE FIRST SIX MONTHS ON THE JOB

TASK



Provide monthly feedback to the employee during the probationary period. Keeping employees apprised of how they are doing helps prevent issues if they fail probation.



AFTER THE FIRST SIX MONTHS ON THE JOB

TASK



Send RPCF form to Human Resources when probationary period is complete. Keep in mind that employees do not serve probation until they are made Permanent. For Non-Competitive titles, the employee is Permanent upon hire, and begins probation immediately. For Competitive titles, employee is not made permanent until they are reachable on a Certified Eligible List. They begin probation only after being appointed by the Appointing Authority (Mayor) from the Certified Eligible List (CEL).

