

LUTHERAN THEOLOGICAL SEMINARY

NEW EMPLOYEE CHECKLIST

- Inform business office: Name, address, start date, position, and compensation information
- Announce to community
- Attach personnel requisition
- Background Check

EMPLOYEE INFORMATION		
Name:	Start date:	
Position:	Supervisor: ___ Full Time ___ Part-time (Category 1, 2 or 3)	
FIRST DAY		
<input type="checkbox"/> Provide employee with Employee Handbook. <input type="checkbox"/> Have employee fill out appropriate paperwork in the business office.		
PERSONNEL		
<input type="checkbox"/> Make up personnel file and determine emergency contact information <input type="checkbox"/> Order name tag and name plate for desk area <input type="checkbox"/> Discuss parking area <input type="checkbox"/> Explain compensation practices and monthly pay schedule		
<input type="checkbox"/> Sick leave policy: who should be notified, when to call, frequency of keeping posted, when a physician's certificate is necessary <input type="checkbox"/> Review inclement weather policy and whether the employee is identified as an emergency employee. Explain where employees can obtain information concerning closure of the Seminary or reduced schedule <input type="checkbox"/> Review secretarial assignments		
POLICIES		
<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> Anti-harassment Vacation and sick leave FMLA/leaves of absence Holidays Time and leave reporting Overtime Performance reviews Sexual Harassment 	<ul style="list-style-type: none"> Personal conduct standards Security Safety Emergency procedures Visitors E-mail and Internet use
ADMINISTRATIVE PROCEDURES		
BUSINESS OFFICE NEEDS		
<input type="checkbox"/> Review general administrative procedures:	<ul style="list-style-type: none"> Office/desk/work station Mail (incoming and outgoing) Shipping (FedEx, DHL, and UPS) Business cards Purchase requests Telephones Building access Conference rooms Name tag Expense Reports Office supplies 	BUSINESS OFFICE: <ul style="list-style-type: none"> Have employee fill out appropriate paperwork Distribute keys Distribute personal call code number Furnish E-mail form Review Board of Pensions packet

IMMEDIATE SUPERVISOR

- Introductions to team
- Review initial job assignments and training plans.
- Review job description and performance expectations and standards.
- Review payroll timing, and policies and procedures.
- Orientation to sexual abuse and harassment prevention policies. Form to be signed by supervisor and Submitted to the Personnel Officer for personnel file (within 90 days of employment).
- Arrange for specific work assignments and assist in initial performance
- Review hours of work and expectations If appropriate, explain time sheet and reporting procedures
- Review overtime policy
- Explain how telephone should be answered and departmental practices for telephone usage and personal calls. Contact receptionist for specific instructions or training for voice mail procedures.

MAIL ROOM AND RECEPTION

- Set up mail box as needed
- Add name and extension to phone directory Assist with phone set-up and voice mail as needed

INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel during tour.
- Tour of facility, including:

<ul style="list-style-type: none"> • Restrooms • Mail room • Copy centers • Fax machines 	<ul style="list-style-type: none"> • Bulletin boards • Parking • Printers • Office supplies 	<ul style="list-style-type: none"> • Kitchen • Coffee/vending machines • Coffee Shop • Emergency exits and supplies
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COMPUTERS

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| <input type="checkbox"/> Hardware and software reviews, including: | <ul style="list-style-type: none"> • Assign phone extension • Email set up • Review Technology Disclosure form and file signed acknowledgment |
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CONTRACT EMPLOYEES

- Supervisor to supply contract, be sure appropriate information is provided, authorize and send to the business office.
- Review office space, phone and email needs with immediate supervisor and contact departments as appropriate.

FACULTY

- Review housing options
- Review office space, phone and email needs and contact departments as appropriate.
- Assign faculty secretary
- Provide Faculty Handbook
- Issue Letter of Call