Guilford County Schools
SOAR TO GREATNESS

New Hire Checklist

EMPLOYEE INFORMATION

Employee Name: _____   Start date: _____

Position: _____   Supervisor: _____

FIRST DAY

☐ Provide employee with Employee Handbook.
☐ Conduct a general orientation.

POLICIES

☐ Review key policies.

- Anti-harassment
- Vacation and sick leave
- FMLA/leaves of absence
- Holidays
- Time and leave reporting
- Overtime
- Performance reviews
- Dress code
- Personal conduct standards
- Progressive disciplinary actions
- Security
- Confidentiality
- Safety
- Emergency procedures
- Visitors
- E-mail and Internet use

ADMINISTRATIVE PROCEDURES

☐ Review general administrative procedures.

- Office/desk/work station
- Keys
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)
- Business cards
- Purchase requests
- Telephones
- Building access cards
- Conference rooms
- Picture ID badges
- Expense reports
- Office supplies

GENERAL ORIENTATION

☐ Give introductions to department staff and key personnel during tour.

☐ Tour of facility, including:

- Restrooms
- Mail rooms
- Copy centers
- Fax machines
- Bulletin board
- Parking
- Printers
- Office supplies
- Kitchen
- Coffee/vending machines
- Cafeteria
- Emergency exits and supplies

POSITION INFORMATION

☐ Introductions to team.
☐ Review initial job assignments and training plans.
☐ Review job description and performance expectations and standards.
☐ Review job schedule and hours.
☐ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

☐ Hardware and software reviews, including:

- Email
- Intranet
- Microsoft Office
- Data on shared drives
- Databases
- Internet