

# Supervisor's New Hire Procedures

You have just selected an individual to fill a position in your department. Following are some guidelines and procedures to follow to help your new employee adjust to Pacific smoothly and successfully. If you have any questions about any of these please feel free to call Human Resources.

- Confirm that you have completed all tasks listed in the “Employment Procedures – Staff and Faculty” procedure. Employment procedures are found at <http://www.pacificu.edu/offices/hr/forms/pdfs/Employment/StaffandFacultyEmploymentProcedures.pdf>
- It is your responsibility to ensure that a completed and approved Personnel Action Form is in Human Resources prior to the new employee beginning work. Personnel Action Form and instructions are available at <http://www.pacificu.edu/offices/hr/forms/pdfs/PayrollForms/PersonnelActionFormPAF.pdf>
- **Call Human Resources (2210) in advance to set up an appointment for the new employee on their first day to fill out their paperwork.**
- Either you or someone from your department should bring the new employee to Human Resources on their first day to complete their new hire paperwork. Some of these forms are required by law and others are necessary for the new staff member’s addition to the University’s HR and payroll system. Please make sure the new employee brings the proper identification documents to Human Resources. Typically, this is a Driver’s License and Social Security card or US Passport. Approximately 48 hours after all the proper paperwork has been received in Human Resources an identification number will be issued for the new employee’s ID card and Email account.

An orientation packet containing benefits and other informational material will also be given to the new employee and they will receive an appointment telling them the date and time of their New Hire Orientation (NEO).

- New employees are required to attend NEO. Orientation begins at 8:30 am and lasts until 12:00 noon. Sessions are typically scheduled the 3<sup>rd</sup> Wednesday of every month.

On the reverse side of this memorandum is a list of items, which should be covered with the new staff member during the first month of employment. We encourage you to use this checklist to insure that the new staff member has been appropriately oriented to your department and the University.

## *Supervisor's Checklist for New Staff Members*

- Office keys
- Telephone #
- UC Box #
- Email Account, ID Card, Parking Permit  
After all the required new hire paperwork has been completed and entered into Datatel by Human Resources, University Information Services will set up the new employee's e-mail account in approximately 24-48 hours. Call the HELP DESK at ext.3132 or email [help@pacificu.edu](mailto:help@pacificu.edu) for specific questions regarding e-mail. Once their employee data has been entered in to system, please bring your new employee to the Pacific Information Center to get their Pacific University Boxer ID Card and Parking Permit.
- Location of restrooms
- Scheduled lunch and break periods and the location of lunch/break facilities (make sure the new staff member has an invitation to lunch on the first day of work).
- Tour of Campus
- Introductions to people in the department and to those in other departments with whom the new staff member will be working.
- Explanation of department-specific practices (how to ask for time off, who to call if sick, appropriate dress, how to answer the telephone, etc.).
- Special department orientations (for example if the individual will be responsible for financial information they should meet with the Business Office to understand their processes).
- Explanation of the orientation period review and performance expectations.