New Employee Meeting Guide

Week 1 / Week 2 Checklist

☐ Meet the new employee at New Employee Orientation for lunch

☐ Review the Welcome Resources with the employee

☐ Introduce the new employee to their Buddy and explain how the program works

☐ Discuss the employee’s job description

☐ Discuss probationary evaluation process

☐ Discuss the Orientation Competency Assessment Evaluation (O:\HSHRJOB_CLASSES\OCAE) and unit-based new hire competency form if applicable. Must be completed within the employee’s probationary period

☐ Ensure new employee knows how to access safety/security policies & procedures

  • Unit Red Book:
    • Emergency preparedness and response guide
    • Area-specific plan
    • Exposure control plan
  • Chemical inventory
  • Security plan (if applicable)

For more information, visit the Emergency Management Website: www.healthsystem.virginia.edu/pub/emergency-preparedness/intranet

☐ Conduct the Welcome Event for the new employee

☐ Tour immediate work area and departments related to the employee’s work. Use templates found within the Welcome Resources Toolkit

☐ Review team resources (i.e., colleagues, support services, interdisciplinary members, etc.)

  • Introduce orientee to roughly 80% of the staff

☐ Review Time & Labor procedures for your department. Ensure the employee’s orientation hours were appropriately clocked
Review lunch/break policies, dress code guidelines, and phone usage/paging/voicemail

Explain use of email, shared drives, etc. Review relevant email distribution lists

Review area/unit/dept. specific policies & procedures (e.g., scheduling, attendance, PTO, etc.)

Remind the employee how to schedule a class/CBL via the LMS (eProcurement, PeopleSoft, Microsoft training, etc.)

Allow time for the employee to complete the mandatory new hire modules in the LMS. Confirm completion at the end of two weeks

Focus learning on electronic systems (e.g., Epic, A2k3, TeleTracking, etc.)

Review dept./unit specific equipment, forms & documentation

Other
Week 1 / Week 2
New Employee Meeting

ACTION ITEMS

☐ Discuss the Medical Center Expectations document with the employee. For this meeting, focus specifically on the ASPIRE values and the behaviors associated with them
☐ Make sure the employee has met his/her Buddy
☐ Review the New Employee Profile sent to you prior to the employee’s arrival. This will give you the opportunity to learn more about the new employee and follow up on important information
☐ Recognize any contributions that have been made by the employee
☐ Discuss the importance of wearing the New Employee ID Badge Holder & briefly explain the 6-month celebration

QUESTIONS

So far, how does this job compare to what you thought it would be? Any surprises?

What have you noticed that our Department/Organization does really well?
What was done at your previous organization (if applicable) that you would like to see implemented here?

Is there anything that I can do to improve your experience?

Other

Document any pertinent information in Performance Notes (PeopleSoft - ePerformance)