New Employee Orientation

CHECKLIST FOR SUPERVISORS

Beginning a new job can be exciting and at the same time intimidating for a new employee. However, there are things a supervisor or manager can do to help new employees transition into their career with the Judiciary. The following are *suggested* tasks that can assist you with their orientation.

Before New Employee Arrives:

- ❑ Verify that the new employee has provided HR with the demographic data form
- ❑ Confirm the start date and time with the new employee and inform them where they should report; where they may park; etc.
- ❑ Prepare their work area- office supplies, etc.
- ❑ Building access- obtain keys or badges if needed
- ❑ Configure telephone and supply UP TO DATE phone directory (or show how to access on-line directory)
- ❑ Set up computer logins and email if applicable
- ❑ Provide copy of your Employee Handbook and/or Human Resource Policy Manual if applicable

New Employee's First Days

There is a lot of information for a new employee to digest. Try not to overwhelm the new hire in the first days of work. Give them time to assimilate information, read materials and familiarize themselves with their surroundings:

- ❑ Verify the employee can log in to their workstation and Connect; verify their personal information and contact information (business phone and email) are correct
- ❑ Introduce to co-workers and administrative officials
- ❑ Tour of building including lunch and break areas, fire exits, etc.
- ❑ Discuss safety issues (emergency evacuations, bomb threats, first aid/injury, other security issues)
- ❑ Explain work hours, lunch and break times
- ❑ Explain when and how paid
- ❑ Explain rules concerning personal phone calls or personal use of computer
- ❑ Explain dress code
- ❑ Describe the duties and purpose of the position and how their work contributes to the functioning of the courts
- ❑ Give copy of the Mission or Vision statement for the unit if applicable
- ❑ Provide local organizational chart if available and discuss “chain of command”
- ❑ Collect/complete any additional forms required by HR such as I-9, emergency contacts, taxes, direct deposit, etc.
- ❑ Meet with the new employee the beginning of the second day and ask if they have any questions from their first day on the job
- ❑ Introduce them to their time sheet and explain how to complete it including how to use leave codes
- ❑ Discuss the use of sick, annual and personal leave.
- ❑ Explain the probationary period

- ❑ Discuss emergency closing procedures and where to find this information and supply a copy of the court holiday schedule
- ❑ Explain policies concerning ADA, EEO and Fair Practices
- ❑ Introduce employee to court website: CourtNet (Internal), www.mdcourts.gov (external) and District Court's web pages (if applicable). If your office has a website, show the new employee how to access it
- ❑ Explain the importance of confidentiality and accuracy in the courts
- ❑ Explain the importance of legal information vs. legal advice
- ❑ Give employee a copy of the job description and describe the performance appraisal process
- ❑ Explain benefits and how to contact Human Resources and/or their HR Representative
- ❑ Introduce employee to the materials, manuals, etc. they will be using on their job
- ❑ Explain how to answer the telephone and show how to transfer, place on hold, etc.
- ❑ Explain the importance of exemplary customer service for both internal and external court customers