

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:

- Confirm 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 Resources Policy Manual if applicable

New Employee's First Days There is a lot of information for a new person to digest. Try not to overwhelm the new hire the first days. Give them time to assimilate information, read materials, and familiarize themselves with surroundings:

- 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 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 hire 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 the leave codes. (Additional reference : Have employee watch video-on-demand screencast *HR Policies PT 1 and 2*)
<https://aocvideo.courts.state.md.us/vportal/VideoPlayer.jsp?ccsid=C-0845559f-c654-4ce6-bd71-c2bd879dfbec:5>
<https://aocvideo.courts.state.md.us/vportal/VideoPlayer.jsp?ccsid=C-bf53e3da-8eb6-45e8-9011-3d4277dc9928:1>
- Discuss the use of sick, annual, and personal leave. Supply copy of leave slip and explain how to complete the form
- Explain the probationary period

- Discuss emergency closing procedures and where to find this information and supply copy of court holiday schedule
- Explain policies concerning ADA, EEO, and Fair Practices; have employee view Video-on-Demand screencast *Employment Law*:
<https://aocvideo.courts.state.md.us/vportal/VideoPlayer.jsp?ccsid=C-9ab98492-396a-4075-a1af-61358facc9d8:1>
- Introduce employee to court websites: CourtNet and Video-on Demand
<https://aocvideo.courts.state.md.us/vportal/> (Internal), MdCourts.gov (public) and District Court's web pages(if applicable) If your office has a website, show 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 and have employee view video on demand *What Can I Do to Help You?*
http://mdcourts.gov/windowsmedia/EDIT%203_HQ_16x9_001.wmv
- Give employee copy of 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. Have employee watch Video-on-Demand *Customer*

Service <https://aocvideo.courts.state.md.us/vportal/VideoPlayer.jsp?ccsid=C-145e3420-3e56-4d76-b09c-b1e22ae20a7b:1#>

Listed below are additional materials and Video-on-Demand screencasts the new employee can utilize during their first weeks with the Judiciary:

Video-on-demand screencast *Government Ethics*

<https://aocvideo.courts.state.md.us/vportal/VideoPlayer.jsp?ccsid=C-86b55cad-513a-45f1-9ccf-6281de533fd2:2>

Video-on-demand screencast *Preventing Accidents*

<https://aocvideo.courts.state.md.us/vportal/VideoPlayer.jsp?ccsid=C-11039938-88ff-4d31-902e-a565d5fa56cb:1>

Video-on-demand screencast *Payroll Services*

<https://aocvideo.courts.state.md.us/vportal/VideoPlayer.jsp?ccsid=C-d87832bc-0ab9-46f7-9baa-3127f7c5c979:1>

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