

Manager Hiring Checklist

(Full-time benefit eligible employees only)

Administrative

Staff

Employee Name

Supervisor

Department

Position #

Start Date

To properly orient the new employee/transfer/promotion to the Division, supervisors are expected to explain the information on this checklist. Each item should be checked off as needed, and the form returned to the appropriate Student Affairs Human Resources Office no later than two weeks from the first day of employment.

Job Offer

- Office space for position is confirmed
- Identify if moving expenses will be necessary (Note: No reimbursements)
- Job offer extended
- Job offer accepted by new employee
- Ensure selected candidate submits New Employee Sign On documentation to Talent Acquisition & Management.

Once Job Offer is accepted

- Manage hire completed and submitted to Recruiter.
 - Notify department/team/functional area of the new hire.
 - Ensure Talent Acquisition & Management provide temporary parking pass to employee.
 - Ensure Talent Acquisition & Management has scheduled new employee for the New Employee Experience (NEE).
 - Email from FIU accounts received, ensuring AD credentials for employee has been created.
 - Print AD credentials email to give to new employee on the first day
 - FIU systems access requested
 - Phone setup requested/ Cell phone requested (If appropriate)
 - Technology equipment requested.
 - Keys/Access to door(s) requested.
 - Network drives and Sharepoint access requested.
 - Order office supplies/business cards/name badge/Office name plaque (if necessary)
- Will employee have a financial role? Credit card Smart billing Budget/Expense Manager
- Will employee have an HR Role? ePRF HR Contact Department Manager

First Week

- If moving expenses are necessary, submit Change in Status form to initiate payment.
- Ensure new employee attended the New Employee Experience (NEE).
- Print AD credentials email detailing how to set up password for network access.
- Review the job description with the employee and provide a copy to the employee for their records.
- Advise of required and recommended trainings: IT Security Customer Service PS Financials
 PS HR Pro-card Other _____
- Explain the organization and the functions and services of the department as they relate to FIU's mission and vision
- Discuss the performance evaluation program and the frequency of reviews. Introduce the PEP tool and individual goals and performance measures.
- Explain policies and procedures:
 - Method of reporting absences and tardiness

- Scheduling time off
- Departmental dress code
- E-mail, use of internet, and use of computer protocol
- Telephone and cell phone use
- Explain work hours, shift start and end time, lunch, breaks (workload permitting), overtime procedure (if applicable) and the importance of correctly recording hours in Panthersoft.
- Conduct a tour of the department, indicating the location of rest rooms, lunch rooms, break rooms, etc. Introduce the employee to coworkers.
- Request Approval/Access Authorization to Panthersoft Financials, HR and/or Campus Solutions and P-card (if needed).
- Ensure issuance of FIU OneCard, please visit <http://shop.fiu.edu/onecard/> to learn more about how to obtain an FIU OneCard.
- Discuss parking rules and regulations.
- Set up voicemail and discuss the standard phone greeting for the unit.
- Explain instructions for accessing myFIU and the process of verifying and updating personal information (including addresses).
- Explain how to view paycheck, leave balances and timecards for non-exempt only.
- Ensure new employee enrolls online for benefits at <https://hr.fiu.edu/employees-affiliates/benefits/> and attends New Employee Experience within the first two weeks of employment. Emphasize 30-day deadline for certain benefits enrollment; **failure to enroll during this period may deem employee ineligible for benefits coverage until the next open enrollment period.**
- All the above items, if applicable, have been discussed with the employee.**

Employee Signature

Date

Signature required as acknowledgement of receipt of Job Description

Supervisor Signature

Date

Return to Student Affairs HR Office