Manager Checklist for New Employees

Employee Information	
Name:	Start Date:
Position:	Manager:

Prior To Employee's First Day

- ☐ Check Electronic Background Check is done by the new hire.
- ☐ Double check FBI fingerprints are submitted by the new hire (if applicable).
- ☐ Double check Virtus training is completed by the new hire (if applicable).
- ☐ Notify staff of new hire.
- ☐ Schedule uninterrupted time to meet with the new employee and orient them to your parish/school/department.
- ☐ Prepare the new employee's work space with appropriate supplies and make sure that it is clean and ready.
- ☐ Work with parish IT for computer needs (order laptop/desktop), discuss software and hardware needs.
- ☐ Work with facilities to discuss furniture needs, office space, office keys, nameplates, phone setup.
- ☐ Order Supplies – paper, pens, keys, etc.
- ☐ Prepare meaningful initial work assignments for 1st week.

Employee's First Day

- ☐ Welcome Employee.
- ☐ Discuss Day 1 agenda.
- ☐ Take new employee to lunch.

INTRODUCTION TO DEPARTMENT	
☐ Introduction to the department including:	• Department mission and strategic plan • Relation to other departments • Organization of department – organizational chart, if available

ARCHDIOCESE AND DEPARTMENT POLICIES		
☐ Review key policies.	• Reporting absences (CHRIS) • Vacation and sick leave • Holidays • Reporting time (ex. Timesheets)	• E-mail and internet use • Confidentiality • Dress Code • Overtime • Performance Reviews

INTRODUCTION TO THE JOB		
☐ Review general information.	• Office/desk/work station • Work hours, breaks, mealtimes, etc. • Key (if applicable) • Handling confidential information • Conference rooms • Mail (incoming and outgoing)	• Expense Reports, if applicable • Shipping (FedEx, DHL, and UPS)
INTRODUCTIONS AND TOURS		
☐ Introduce new employee to department staff and key individuals during tour.		
☐ Tour facility, including:	• Restrooms • Copy Machine • Fax Machine • Printers • Office supplies • Break Room/Lunch Room • Chapel	
POSITION INFORMATION		
☐ Review job description.		
☐ Review competencies necessary for success at the parish/school.		
☐ Review initial job assignments and development plans; include training opportunities.		
☐ Facilitate enrollment in required training courses (Faith Formation).		
Employee's First Week		
☐ Have new employee meet for 30 minutes, one-on-one, with members of department (or key individuals) to discuss:	• Job duties • How job roles interact • How they might work together in the future	
☐ Schedule weekly/bi-weekly meetings with new employee.		
☐ Schedule 30-day meeting with new employee.		
☐ Schedule 90-day meeting with new employee.		
Employee's First Month		
☐ Meet with new employee at the end of the first 30 days to:	• Review observations, issues, and priorities • Continue to clarify roles, responsibilities, and expectations as needed • Ensure any mandatory training has been completed • Establish a plan for professional development and encourage training opportunities • Answer questions and concerns.	
Employee's First 90 Days		
☐ Meet with new employee to discuss future goals and objectives.		