

New Hire Checklist

For Non-Classified Employees

The [Dukes at Work](#) Employee Onboard Program provides new employees with resources to help them be successful at their onset of employment at JMU. This checklist outlines information for supervisors to discuss with their new employees to ensure a smooth entrance into their role with the university.

BEFORE THE FIRST DAY

- Completed **faculty contracts** may be attached to the hire ePAR or sent to Human Resources via campus mail at MSC 7009.
- Provide information** concerning position, supervisor, compensation, and start date.
- Discuss **expectations for the first day**: where to report, time to arrive, parking information, and dress code.
- Prepare workstation** for employee, including computer, keys, locker, office name plate, etc.
- If applicable, order **business cards and a name badge**.

THE FIRST WEEK

- Introduce co-workers** and share a link to the department's and JMU's organizational chart.
- Introduce student workers/graduate assistants** (when applicable). Discuss the importance of mentoring students while maintaining professional relationships.
- Introduce the building housekeeper(s).**
- If applicable, discuss the **probationary period** and three, six, nine, and twelve-month Probationary Progress Reviews. **Schedule the three-month Probationary Progress Review** to revisit performance expectations and check-in with employee: [JMU Policy 1322](#).

- **Designate departmental contact(s)** the employee may call on for questions and job assistance.
- **Tour work area**, noting parking options, employee entrances and exits, coat racks, break areas, vending machines, water fountains, designated smoking areas ([JMU Policy 1111](#)), and restrooms.
- Review departmental expectations of length, frequency, and office coverage during **meal and rest breaks**. Share any concerns regarding food and beverages in the work area.
- Specify **workday** to include days of work, beginning and ending times, and [Holiday Schedule and University Closings](#).
- Review **FLSA status** and discuss expectations regarding overtime: [JMU Policy 1303](#).
- Discuss when overtime may occur and that **authorization to work overtime is required**: [JMU Policy 1303](#).
- Provide the employee a copy of their **position description** or direct the employee to their PD in MyMadison. Explain the core job responsibilities and how these will be measured.
- Mention acceptable **office noise levels** for talking, music, etc.
- Share the location of incoming and outgoing mail and explain the **campus mail system**.
- Explain location and usage of **office equipment and supplies** and that employees are prohibited from using university property for personal or private purposes: [JMU Policy 1506](#).
- Discuss departmental procedure for who, how, and when to notify when an absence, late arrival, or schedule adjustment is needed. If applicable, explain **leave entry** through MyMadison and using the Time and Attendance Record. See the [Leave website](#).
- Discuss university's established rules of personal **conduct and performance**: [JMU Policy 1317](#).
- Locate emergency exits. Explain departmental **emergency procedures** and dialing **86911** or using the [JMUShield](#) app when on campus and emergency services are needed.
- Explain procedures regarding **absence for medical reasons**. Employees should be aware of Family Medical Leave and the job protection it may offer: [JMU Policy 1308](#).

- Discuss the necessity to immediately **report on-the-job accidents** and procedures for doing so: [JMU Policy 1312](#).
- Discuss **inclement weather expectations and plans** and how the policy relates to the employee and the department: [JMU Policy 1309](#).
- Ensure employee knows to **register for a permanent parking permit** before their temporary permit expires to avoid tickets. Register on the [Parking Services website](#).
- Encourage employee to **review the employee handbook** coinciding with their employment classification:
 - [Faculty Handbook](#)
 - [Classified Staff Handbook](#)
 - [Wage Staff Handbook](#)

THE FIRST TWO WEEKS TO A MONTH

- Request access to any **records, files, or systems necessary for the job**. Explain how confidential information is managed; [JMU Policy 1205](#).
- Explain **telephone** answering procedures and departmental guidelines for personal calls and cell phone usage, and assist with phone set-up. Refer to [IT-Telecom](#).
- Explain departmental **email correspondence expectations**.
- Explain access to **pay slip** through MyMadison.
- Discuss [JACard](#) and when/where to obtain the card.
- **Issue keys/explain JACard access** to buildings/offices, explaining entry and exit procedures.
- Direct employee to **Information Technology's New to JMU - Faculty & Staff website** and encourage them to take the ["Which IT Training Classes Should I Take?"](#) questionnaire.
- Discuss university policy and departmental practices relating to **Waiver of Tuition/Tuition Reimbursement**: JMU Policies [1402](#) and [1401](#).
- Explain **training opportunities/expectations** and direct the employee to the [Talent Development website](#) and if applicable, [JMU Policy 1403](#).
- Encourage employee to review the [Employee Perks](#) and [Benefits](#) webpages.

- Plan a **team lunch** and inform employee about [faculty/staff meal plans](#) and [dining at JMU](#).
- Encourage employee to **get involved** with [Balanced Dukes](#) and consider joining a [faculty/staff club](#).
- Ensure employee is registered for the upcoming [Connections Day - New Hire Orientation](#).
- Encourage employee to watch the **Weekly Wire videos** for new employees. *The new hire will automatically be subscribed and receive these videos in their JMU email on a weekly basis.*
- Confirm completion of required [compliance training modules](#). These trainings must be completed within 30 days of hire; [JMU Policy 1400](#).

EMPLOYEE INFORMATION

Name: _____ **Department:** _____

Working Title: _____ **Start Date:** _____

Questions? Contact Human Resources at (540)-568-4473. **Classified employee checklists must be signed and sent to onboard@jmu.edu or MSC 7009 with attention to the Onboard Specialists within 30 days of hire.** Copies may be made and retained by the employee, supervisor, and/or department.