

New Hire Checklist Policy and Procedure

OVERVIEW

The purpose of the new hire checklist process is to notify support departments that a new faculty or staff member will be joining KGI or transferring to a new position so that the support departments may be able to promptly prepare resources for the new team member. The underlying and most important goal is to welcome the new hire in a seamless and supportive manner, ensuring that their first impression as a member of the Institute is a positive one.

Although there are many support departments involved in the new hire checklist process, it is important that the hiring manager or on-boarding designee take responsibility for the process as it pertains to their new hire. Although all members of KGI are invested in the process and our new hires, the hiring manager will be the most invested party when it comes to providing a good experience for their new hire. The hiring manager will also be the main point of contact for the new hire throughout institutional and departmental on-boarding.

POLICY

Human Resources will create a new hire checklist for new faculty and staff after an offer of employment is initiated. The human resources representative will create a new checklist, saving it to the shared network drive and emailing the new hire distribution list that the checklist has been created and is ready for action.

The hiring manager will follow through with the checklist until completion and act as the point of contact for the new hire throughout the process. There are multiple support departments involved in completing the new hire checklist process. The hiring manager will follow up with support departments for any necessary information or follow through. If a support department is not following through on the checklist, the hiring manager may contact the Human Resources Department for additional support.

Each support department with responsibilities listed on the new hire checklist will complete their tasks and notate appropriate information. If there are any questions about their duties/tasks, they should reach out directly to the hiring manager for clarification.

NEW HIRE CHECKLIST PROCESS

Action By:
Human Resources

Action:
Emails New Hire notification to @kgi-newhire-terminations distribution list.

Facilities Department	Fills in space information onto the checklist and emails IT confirmation.
Hiring Manager	Completes blue section on the checklist to list new hire needs, marking each inapplicable section N/A, completes the tasks assigned to Supervisor, and makes appropriate notations onto the checklist.
IT	Completes assigned tasks and fills in corresponding information on checklist, then emails confirmation of completion to the appropriate parties (including hiring manager and HR).
Other listed support departments	Complete their tasks and mark the checklist with the appropriate information.
Hiring Manager	Reviews new hire checklist prior to the new hire's first day of employment and follows up on any necessary items not completed. Once the checklist process is complete the hiring manager marks the checklist complete.