Charleston Metro
Chamber of Commerce

Oct, 2015

New Hire Orientation Prep

	COO/HR Responsibility	Hiring Manager Responsibility
Pre-Arrival	1. Offer Letter/Email w/W-4/Employee Manual	1. Personally via telephone extend offer to New Hire
	2. Criminal Background, Reference check	2. Coordinate start date
	3. Request Chamber Visa/Costco Card, if applicable	3. Prepare Staff Announcement Email and send to COO for All-Staff dissemination
	4. Confirm w/Hiring Manager the New Hire's seating location and start date	4. Coordinate 1st day's Lunch (including self or a delegate, preferably self)
	5. Notify Cantey of New Hire's DOH & needs, setting up Email; Remote Access (if applicable)	5. Develop Orientation schedule and send to COO. Schedule to include: **(a)** Time when New Hire will review Chamber Website, **(b)** When New Hire meets the Team, **(c)** Time schedule for shadowing outgoing employee (if applicable and still onsite), **(d)** Appropriate departments to meet with, **(e)** 1st day's lunch, **(f)** Discussion of any specific budget items to be monitored relative to New Hire's role
	6. Notify Windstream of New Hire's DOH & needs, setting up Phone/Voicemail access	6. Determine business card needs for New Hire
	7. Notify Dustin for Cube/Office Card and Name tag	7. Pull together Position Process binder (or delegate)- incorporates relevant processes for the New Hire's role
	8. Prepare Redbook	
	9. Notify Bldg Mgmt for Key Card	
	10. Prepare appropriate Office key	
	11. Create Welcome Sign for Office/Cube	
	12. Request Peggy adds New Hire's name to mailbox slot and to Copiers	
	13. Put together Employee's Personnel Folder	
	14. Upon receiving draft from Hiring Manager, send Staff Announcement to All introducing and welcoming New Hire	
	15. Solidify Orientation schedule with Hiring Manager and send to New Hire	
Day One	1. Spend 1st hour of Day with New Hire; if Hourly, when finished, pass to Finance Director for Paycom training	1. Receive New Hire from Mark following 1st hour
	2. New Hire Paperwork processing: W-4/I-9/In case of Emergency/EE Manual Sign-off/Drug Test form	2. Meet with New Hire to discuss: **(a)** Orientation Agenda, **(b)** Job Description (review Expectations of Main Duties), and **(c)** identify events/recurring meetings expected to attend
	3. Provide Redbook to New Hire & review sections, to include Benefits Handbook, Acronym list, and Upcoming month's events schedule	3. Delegate to team member review of Email Signature Block for New Hire
	4. Provide Key, Keycard, Red Ribbon	4. Encourage New Hire put 1st week's events on his/her calendar and then attend those events, if any
	5. Provide Agenda for the Day	5. Remind New Hire to review Chamber's website
	6. Provide email address, phone number, and computer password	6. Review basics of Position Process Binder with New Hire
	7. Hand off to Hiring Manager (or conduct quick Tour of Chamber if previously coordinated with Hiring Manager)	7. Escort New Hire around to meet the Team
	8. Provide Personnel Action Request (PAR) form to Jemella for payroll	8. Have lunch w/New Hire (or have team members have lunch together and attempt to attend)
	9. Review basic computer folder setup- Public drive, etc.	
Week One	1. Process e-Verify for I-9	1. Conduct daily check-in's with New Hire
	2. Confirm WebLink Training schedule for New Hire	2. Delegate to Team member to train New Hire on office equipment (copiers, scanner, etc.)
	3. Schedule Paycom training for New Hire with Sr. Payroll Manager (if salaried)	3. Delegate to Team member to train New Hire on navigating Computer Folders (and helpful tools)
		4. Conduct End of Week One Overall Status Check-In (strengths/areas to improve)
		5. Re-affirm New Hire's review of Position Processes
		6. If not conducted on 1st day, address budget items relative to New Hire's position
Month One	1. Check in periodically on New Hire's experience	1. Follow up on New Hire's progress in meeting with other Departments/Orientations
	2. For full-time employee, coordinate New Hire's meeting with McLaughlin & Smoak for Benefits discussion and Open Enrollment application	2. Check-in's with New Hire at discretion of Hiring Manager
		3. Have New Hire attend Chamber 101/102
Year One	1. Coordinate 401k enrollment meeting upon meeting Eligibility Criteria	1. Conduct Quarterly Reviews per Performance Appraisal process