

Department of Neurology
 Department Checklist for New Staff

Name: _____
 Job Title: _____
 Employee ID: _____
 Start Date: _____
 E-mail Address: _____
 Supervisor: _____

	Yes	No	N/A	Comments
Administrative Officer				
Schedule VUMC orientation with HR/Immunizations/Parking				
Set up computer with email and phone, linked to printers and network folders (Dennis Boswell)				
VUMC compliance courses				
Set up direct deposit (C2HR); select benefits				
Provide Katherine Jordan with copy of offer letter				
Enter electronic personnel action form (PAF) and send copy to Katherine Jordan with center number				
Provide Katherine Jordan with transfer information if transfer hire				
Katherine will add new hire to department lists, org chart, list serves, ID badge (if transfer only, otherwise badge is provided at orientation)				
Provide Rhonda with new hire information so she can set up office phone, add to phone list, create a nameplate, and get any necessary keys together				
Take a photo of employee and send to Kelly Harper to add to the website				
Department Policies Overview: Attendance, PTO, Travel, Kronos, Check Badge Access (Katherine/Rhonda); Review policies and procedures and provide a copy of the department handbook				
Direct Supervisor/Administrative Officer				
Introduce employee on the first day and send welcome e-mail				
Tour the Department: kitchen, mailboxes, copier, admin offices, PI's office, conference rooms				
Establish a peer partner/mentor(s)				
Set up eStar training if necessary				
Communicate additional training opportunities in Learning Exchange				
Communicate expectations regarding out of office replies and phone forwarding				

 Staff Signature

 Date

 Supervisor Signature

 Date

Additional Resources

- VUMC buildings abbreviation webpage:
<https://www.mc.vanderbilt.edu/copypost/poabbrev.htm>
- Create a VUMC Zoom (video conferencing) account: <https://vanderbilt.zoom.us/>
 - Video tutorials for how to use Zoom: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?flash_digest=58bf22d6a333064daca2b9128cff639f1728d675
- Finance abbreviations and acronyms: <https://finance.vumc.org/ft/dofengdict.aspx>
- VUMC Research Staff Resources:
<https://researchguides.library.vanderbilt.edu/vumcRSR/home>