Supervisor’s Checklist for New Employees

**Step 1: Before the new employee starts:**

* Work with a recruiter to complete the hiring process.
* Prepare new employee for Medical Center orientation. Human Resources will send your new hire an orientation confirmation letter with location, time, and parking details
* Remind new employee to:
  1. Activate [VUMC ID](https://www.vumc.org/it/accessvumc-new-users)
  2. Complete Section 1 of the [I-9.](https://hr.vumc.org/i9) On orientation day, bring I-9 IDs (one document from [List A](https://hr.vumc.org/system/files/international/immigration/I-9ListOfAcceptableDocuments.pdf) or a document from [List B](https://hr.vumc.org/system/files/international/immigration/I-9ListOfAcceptableDocuments.pdf) and [List C](https://hr.vumc.org/system/files/international/immigration/I-9ListOfAcceptableDocuments.pdf))
  3. Attend [immunization screening](https://www.vumc.org/health-wellness/vumc-compliance-requirements) before orientation. Details will be provided in the new hire's orientation confirmation letter (see sidebar)
* Announce new employee's arrival date and duties
* Set up the new employee's work
  1. Arrange for computer and software installation
  2. Get a computer and system security approval and access setups. See a list of [HR systems](https://hr.vumc.org/systems) and [access](https://hr.vumc.org/systems) [requests](https://hr.vumc.org/systems) for HR systems
  3. Submit [Remote Access Control Facility Identifier](https://www.vumc.org/it/accessvumc-new-users) request (clinical only)
  4. Set up telephone and voicemail with [Information Technology](https://www.vumc.org/it/welcome)
  5. Provide sufficient office supplies
  6. Arrange for keys or passcode access
  7. Set up procurement card [https://finance.vumc.org/ft/pcardtraining.aspx](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffinance.vumc.org%2Fft%2Fpcardtraining.aspx&data=04%7C01%7Cthomas.pate%40vumc.org%7Ca20526d163204712178e08d91083312c%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C637558977906697034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=DvJ5fGdEb2JiyVeLdEXshUwQTHoKYD4F86qh8Yz0aZ4%3D&reserved=0) and travel account, if needed
* Prepare agenda for new employee’s first day and week
  1. Schedule time to spend with your new employee during the first week
  2. Identify meetings (staff, 1:1, etc.) that the new employee should attend
  3. Identify people for the new employee to meet during the first and second week
* Provide [Nashville relocation information,](https://www.vumc.org/careers/employment-resources) if applicable
* Arrange entity or departmental orientation, if applicable
* Arrange for the new employee to a have buddy or mentor

**Action Steps:**

**Orientation.** HR will register new employees for orientation on their start date. Staff will not be able to attend orientation or begin work without completing their background check.

**Immunization screening.** New hires must attend immunization screening any Monday before their start date or on their start date at Light Hall Room 410. New hires can also schedule an appointment with Occupational health.

**Step 2- First Day:**

* Greet the new employee at the office or parking location and walk them to orientation, if possible
* The orientation location is on the [New](https://hr.vumc.org/learning/newstafforientation) [Staff Orientation website](https://hr.vumc.org/learning/newstafforientation)
* Have lunch with the new employee after orientation ends, if possible
* Give instructions on where to report the day (or week) following orientation
* Remind new employee to complete Section 2 of the [I-9](https://hr.vumc.org/i9) within the first three days of work (should have been completed in orientation)
* Provide a tour of the department or building, including the break room. Review bus availability if the employee is interested and share any nearby lunch options
* Explain where to secure personal items
* Train new employee on the [Kronos timekeeping system](https://hr.vumc.org/systems/kronos)
* Make sure your new employee has activated his/her [VUMC ID](https://www.vumc.org/it/accessvumc-new-users) and chosen an ePassword
* Review the first week's schedule and meaningful work assignment
* Ask the new employee if they have questions
* If your new employee attends other orientation or training, give instructions (including parking information) for all days

**Notes:**

* **Orientation.** New employees will receive a personal email with details on parking and their assigned start time
* See the [HR website](https://hr.vumc.org/learning/newstafforientation) for more information
* **I-9**
* Section 1 of the [I-9](https://hr.vumc.org/i9) must be completed no later than your new employee's first day
* Section 2 of the I-9 is the verification of identification documents at a campus I-9 site
* Section 2 must be completed within three days of your employee’s first day

**Step 3- First & Second Weeks:**

* Orient new employee to department (see below for details)
* Establish and agree on roles and responsibilities for the new employee
* Help the new employee begin to build relationships, business partnerships, and social networks
* Review time off allotment and [policies](https://hr.vumc.org/policies)
  1. Get a [parking permit](https://www.vumc.org/medcenterparking/)
  2. Complete Vanderbilt Initial Compliance online module within 30 days of hire
  3. Complete [Conflict of Interest Disclosure](https://coi.app.vumc.org/mydisclosures.jsp) within two weeks of hire
  4. [Enroll for benefits](https://hr.vumc.org/benefits) within 30 days of hire date
  5. Complete [C2HR](https://c2hr.app.vumc.org/ShowLandingPage.do) personal profile and direct deposit
  6. Complete Medical Center Orientation (online) if assigned in the L[earning](https://sso.service.vumc.org/idp/startSSO.ping?PartnerSpId=https%3A%2F%2Flearningexchange.vumc.org%2FAccount%2FSAML) [Exchange](https://sso.service.vumc.org/idp/startSSO.ping?PartnerSpId=https%3A%2F%2Flearningexchange.vumc.org%2FAccount%2FSAML)
* Send new employee to computer or process training (if applicable)
* Set up 30-90-180-day check-ins to encourage open dialogue using the Best practice Communication Guide
* Review job description with the employee on the <https://app.jdms.io/Home/UserDashBoard>

and, if applicable, on the HR Website.