



NEW HIRE CHECKLIST

EMPLOYEE INFORMATION

Employee name Enter employee name

Hire Date Enter hire date

Department Enter department

Manager Enter manager

BEFORE EMPLOYEE'S HIRE DATE

Action item

- Set Up Computer & Request Access to Programs/Software/Email & Email Distribution Lists
- Set Up Phone
- Email Access (Information on New Employee Quick Start Guide)
- LOLA Access (Information on New Employee Quick Start Guide)
- Set Up Employee Office or Workstation including furniture and supplies, Order Business Cards

1ST DAY OF EMPLOYMENT

Action Item

- ID Card (Information on New Employee Quick Start Guide)
 - Parking Permit (Information on New Employee Quick Start Guide)
 - Provide Employee Key to Office/Building
 - Introduce Employee to Appropriate Staff
 - Tour the Building and Campus
 - Review Website, Forms, and DCC Policies (Information on New Employee Quick Start Guide)
 - Review LCTCS Policies and LA State Civil Service Rules (Information on New Employee Quick Start Guide)
 - Provide Phone Training and Assist with Setting Up Phone/Voicemail
 - Review Timekeeping Procedures and Payroll Training (LOLA Video)
 - HR Benefits Orientation
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