



Operations Manual

Governed By: Human Resources	Effective Date: 08/19/2013
Procedure: New hire communication and equipment.	Updated Last: 09/2015
Purpose: To establish the roles and responsibilities of communication to new hires.	
Refer to Policy #: N/A	

Summary:

The HR department will be responsible for communicating with the prospective employee until his or her first day of employment. After the details have been confirmed with the supervisor, and the pre-employment hiring process has been completed, the HR department will inform new employees of their expected start date with the agency.

After a start date for the new employee is confirmed:

The HR department will request a time sheet from the fiscal department and a network account for the new employee from the IT Director, such as user name and password, email set up for computer access.

Once created; the IT Director will forward the user name and temporary password via email to the supervisor to be reviewed with the new employee during the orientation process. The IT Director will also email instructions for changing the password from the agency-provided password to a user-generated password.

Note: The employee's email address will always be first initial and last name@ceo-cap.org.

Supervisor Responsibility:

Initiate request for equipment such as keys, laptop or cell phone via email to the positions identified below:

- Computer or electronic equipment (including swiper cards)- IT Manager.
- Door Keys- Executive Assistant to the President.
- Cell phones/Reimbursement- Executive Assistant to the President.



Operations Manual

After confirmation has been received, the supervisor will instruct the employee to report to the administration building at 2331 5th Ave, to obtain the equipment and sign the appropriate release forms on the agreed upon date and time for pick up.

Prior to the first day of employment:

The HR department will notify the Supervisor of the scheduled agency orientation date. If the orientation date is not received by the first day of employment, the supervisor is to contact the HR Specialist to inquire about scheduling agency orientation.

The supervisor will coordinate new employee workspace; including desk and phone needs (if required).

The supervisor will also develop a plan for the first week of work assignments to assist the employee in their transition to their new position with the agency, in addition to scheduling a time to review the new hire checklist and coordinating a job shadow or mentor opportunity, if possible.