

**SAVANNAH STATE UNIVERSITY**  
**New Hire**  
**First Day and Week of Employment**

First day of employment.

*The following activities will help ensure that the new employee feels welcomed and comfortable the first day on the job.*

- Welcome him/her upon arrival to the department.
- Assign a clean desk or office.
- Introduce him/her to co-workers and subordinates.
- Give him/her a tour of the office space.
- Have the department head and other key managers in the office greet the new employee.
- Ensure that he/she has lunch plans.
- Refer him/her to the SSU Web site.
- Discuss his/her job description and job responsibilities.
- Confirm the salary and check distribution procedures (including direct deposit) with the employee.
- Confirm hours of employment, time off and overtime policies (for non-exempt employees), and call-in procedures for unscheduled absences.
- Review holiday schedule and procedures for recording staff attendance.
- Discuss safety policies and procedures.
- Order business cards, if appropriate.

First week of employment.

*During the first week of employment, a new employee should gain an understanding of SSU, his or her department, and his or her job responsibilities. The following activities and discussion will help accomplish these goals.*

***Discuss with the new employee:***

- Confirm that s/he has received an ID card and parking permit.
- Ensure that the new hire is provided keys to the office, desk, etc. Describe procedures for entering or locking work area, if appropriate.
- The department's mission and goals.
- The organizational structure of the department.
- Department standards for confidentiality, teamwork, professional behavior, communication, customer service, etc.