

CHECKLIST FOR DEPARTMENT MANAGERS IN ICE

PLEASE PRINT THIS CHECKLIST AND USE FOR ALL DEPARTMENT MANAGERS IN ICE TO ASSIST YOU
PREPARE FOR YOUR NEW HIRE

Candidate Name:	
Clinic:	
Manager:	
Start Date:	
Task Completed for New Hire	
Before the candidate leaves the interview, the hiring manager should have the candidate sign background and reference check form.	
Hiring Manager (or delegate) checks references (3, with at least 2 being current/ past supervisors) *** (If a current/ former employee, ask HR Rep to check their official OHR file for past disciplinary, eval, etc. before interviewing)	
Manager makes a contingent offer to a candidate after receiving salary approval from HRComp	
A week prior to start, call, and email the new employee reminding them to bring their 2 forms of ID, vaccination records, and what time they will need to arrive and where they will report.	
Order computer, phone/cell, supplies, other equipment	
Ensure office space is secured	
Order/ set up telephone service	
Obtain keys for new hire from the physical plant	
Request UAMS Badge Access Online	
Schedule required training (Epic, SAP, etc.)	
Schedule a 90 day evaluation (unless it is a transfer)	
Provide guidance on computer and email login	
Assign a mentor to help acquaint your new employee	
Meet with the employee to review and sign position description and send a signed copy to your HR Rep within 2 weeks of hire	
Ask the employee for copies of education documentation showing they met the minimum qualifications and turn in documentation within the first week of hire to your HR Rep.	
Collect copies of any national certifications, CPR, etc., and provide a copy to HR Rep.	
The employee is added to meeting invites, email distribution lists, SharePoint...	
The employee is assigned a locker where available	
IT is contacted to get a Box account set up	
The employee is informed on how to request to be placed on the parking list	
If career ladders, bonus structures, or tenure processes are in place for their position, it is reviewed with the employee within their first 2 weeks of hire.	
The employee is shown where and how to complete annual requirements for their job role (All initial general in MyCompass or Clinical Education due within the first 30 days).	
Unit specific competencies must be completed prior to performing any patient care.	
If applicable: The manager arranges for the employee to sign the educational payback contract once they are hired (within one week of hire).	
Review of clocking locations and how to clock for hourly employees (policies)/ review of ESS and leave approvers (policies) with salaried individuals	
Provide the holiday schedule, or holiday work expectations along with info on banking a holiday	
How to contact HR Shared Services: AskHR@uams.edu or Employee Service Center	
Where bathrooms and fire extinguishers are	
What the lunch/break policy is	

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Review of their chain of command, compliance 360, call-out procedure, and other department specific policies	
What the inclement weather procedure is	
Attendance, code of conduct, dress code, and social media policies	