

**SAVANNAH STATE UNIVERSITY
NEW HIRE
PRE-ARRIVAL CHECKLIST**

- Call the new employee and welcome him/her a few days before he/she starts work.
- Inform him/her of new hire orientation.

Meet/contact the HR officer to:

- Send the employee a welcome letter/offer letter and set up the new hire. This is the responsibility of Human Resources or for Academic Appointments, the Office of the President.
- Prepare set of new hire forms that must be completed upon hire
- Secure copy of employee's job description

Prepare work space/office assignment:

- Office Supplies:
- Business Cards (if applicable)
- Calendar/Date Book
- Name Plate
- Stapler, Paper Clips, Pens, Pencils, Tape Dispenser

Additional Information:

- Send an informal announcement/e-mail to your department announcing the new hire
- His/her background
- Prepare the first day and first week agenda for new hire
- Review calendar to schedule appropriate meeting times during the new hire's first Month