

# DRURY UNIVERSITY

## NEW EMPLOYEE PEER HOST PROGRAM CHECKLIST

(To be completed by Peer Host during employee's first 90-120 days and returned to H.R.)

New Employee Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Peer Host: \_\_\_\_\_

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### Section 1

Date Completed/  
Initial of Host

Item

\_\_\_\_\_

1. Prior to the new employee starting, connect with the new employee's supervisor to arrange a time for your initial meeting with the new employee.

### Section 2

Date Completed/  
Initial of Host

Item

\_\_\_\_\_

1. Welcome new employee, give tour of your building (if different from new employee) and department. Explain your role as a Peer Host. Provide your contact information to the new employee.

\_\_\_\_\_

2. Point out the location of rest rooms, lunch room, break room water fountain, lockers, vending machines, supplies, etc. in your building (if different from new employee's.)

\_\_\_\_\_

3. Give an overview of your department, its function and the role(s) it plays in the organization.

\_\_\_\_\_

4. Questions from new employee.

\_\_\_\_\_

5. Meal at the Commons (CX if during the summer) during the first week (preferably within the first two or three days).

\_\_\_\_\_

6. 1<sup>st</sup> Week  
Phone call or visit at the end of the week to check in to see if the new employee has questions and how he/she feels about his/her first week of employment.

\_\_\_\_\_

7. Determine whether departmental checklist has been completed by the employee's supervisor. Contact Human Resources if it has not been completed.

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\_\_\_\_\_

7. 2<sup>nd</sup> Week

Phone call or visit at the end of the week to check in to see if the new employee has questions and how he/she feels about his/her employment.

\_\_\_\_\_

8. 1<sup>st</sup> month anniversary

Phone call or visit to recognize the new employee's first month and to see if the employee has any questions/concerns.

**Section 3**

\_\_\_\_\_

1. 1<sup>st</sup> Month

Ensure employee attends first staff meeting occurring after his/her date of hire. (The new employee will be introduced).

\_\_\_\_\_

2. 2<sup>nd</sup> Month

Ensure employee attends second staff meeting occurring after his/her date of hire.

\_\_\_\_\_

3. 3<sup>rd</sup> Month

Ensure employee attends third staff meeting occurring after his/her date of hire.

\_\_\_\_\_

4. Ongoing

Let the new employee know that you are available for questions.

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**Checklist Completed:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peer Host Signature

\_\_\_\_\_  
Date

