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: ____________________________

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. 1st 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. **2nd 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. **1st 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. **1st Month**  
Ensure employee attends first staff meeting occurring after his/her date of hire. (The new employee will be introduced).

2. **2nd Month**  
Ensure employee attends second staff meeting occurring after his/her date of hire.

3. **3rd 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