

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.

Checklist Completed:

Employee Signature

Date

Peer Host Signature

Date

