

# Manager Quick Guide



**HUMAN  
RESOURCES**  
OUR SERVICES - YOUR FUTURE

## Human Resources

Location:

Natural Resources Center, 2nd floor, Suite 2425

Phone Number:

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Fax:

(361) 825-5871

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[Human.Resources@tamucc.edu](mailto:Human.Resources@tamucc.edu)

## Payroll

Location:

Natural Resources Center, 2nd floor, Suite 2300

Phone Number:

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### Before First Day:

Inform your administrative associate (HR Contact) of the new employee's acceptance of the job offer and the expected start date.

Ensure the employee's office or workspace is clean, prepared and basic supplies are provided.

Ensure various system accesses have been requested (i.e. phone number).

Plan the first week's activities for the new employee.

### On The First Day:

Attend the Welcome and Benefits Orientation with Human Resources.

Know your UIN (Universal Identification Number).

Personally welcome the new employee to the department.

Coordinate efforts with the administrative associate to ensure employee is appropriately guided through the first few days.

Ensure access to required systems has been obtained or, at the least, requested.

Ensure someone is available to have lunch with the employee.

Provide keys to the office and desk, if applicable.

### The First Week:

Have a meeting to personally discuss:

Employee's job duties and responsibilities.

Performance goals and expectations.

Workplace expectations (e.g., work hours, break times, dress code, procedures for reporting absences and requesting leave, department meetings).

Workplace safety and emergency procedures.

Your communication preferences (e.g., email, degree of formality).

Disciplinary process.

Job-specific training requirements.

System-required training.

Ensure employee receives access cards and obtains a Sand Dollar.

Ensure the employee has access to email, calendaring, office equipment and phone usage.

Provide meaningful work.

## THE FIRST MONTH

Attend a New Employee Workshop.

Check progress and provide performance and behavioral feedback.

Create an employee development plan.

## THE FIRST YEAR

Talk to the employee frequently to assist him/her in understanding the organization and to provide the employee with the necessary resources to be.

Recognize positive contributions.

Check progress by holding structured discussions to review performance goals and identify areas of improvement and growth (best practice is a minimum of 90-day intervals, and more often if the employee is experiencing performance problems).\*

\*The purpose of these "coaching sessions" is to provide employees every opportunity to succeed by reinforcing success and redirecting as necessary.