



# New/Move Employee Work Space Needs Assessment

New/Move Employee Procedures at:

<http://www.dhs.state.or.us/admin/facilities/formsandprocesses/moveprcdure.pdf>

This form helps HIRING MANAGERS to assess and determine what is required to set up an employee workspace. **NOTE:** Please complete these tasks as early as possible. Failure to do so may cause delays in providing workspace and/or equipment.

## Work Space Needs – 8 Weeks Advance Notice

**Check to see if the employee will need: (check all that apply):**

- ☐ New or reconfigured cubicle walls
- ☐ New lighting or lighting adjustments
- ☐ New work surfaces, or adjustments to existing work surfaces
- ☐ New shelving or adjustments to existing shelving

Contact your Facility Coordinator, or check the Facilities contact list located at the following web site:

<http://www.dhs.state.or.us/admin/facilities/contacts/contacts.html>

If you require assistance with any of the above items, call the Facilities Main Office at (503) 947-5412. Note that Facilities does not provide chairs. Coordinate within your unit if you need a new chair, or adjustments to an existing chair.

## Telecommunication Needs – 2 Weeks Advance Notice

**Check to see if the employee will need: (check all that apply):**

- ☐ Wiring for phone and/or data lines
- ☐ Equipment (i.e., phone) installation
- ☐ Phone Number

Contact your Business Integrity Expert or your Move Coordinator if you need assistance with any of the above.

## Network Access Needs – 2 Weeks Advance Notice

**Perform the following at least 2 WEEKS prior to start or move date:**

- ☐ Notify Business Integrity Expert, or your Move Coordinator about new employee
- ☐ Assure Business Integrity Expert, or your Move Coordinator completes an AMD form ([http://dhsresources.hr.state.or.us/WORD\\_DOCS/DE0001.wpd](http://dhsresources.hr.state.or.us/WORD_DOCS/DE0001.wpd)) and sends it to [DHR.HELPDESK@state.or.us](mailto:DHR.HELPDESK@state.or.us).
- ☐ Assure that a RACF is established by contacting your local RACF sub-administrator [http://www.dhs.state.or.us/admin/hr/tools/data/neo\\_index.htm](http://www.dhs.state.or.us/admin/hr/tools/data/neo_index.htm)

## New Employee Resources

**On the employees first day, refer them to:**

[http://www.dhs.state.or.us/admin/hr/tools/data/neo\\_index.htm](http://www.dhs.state.or.us/admin/hr/tools/data/neo_index.htm)

## NEW / MOVE EMPLOYEE WORK SPACE PROCEDURES

(Go to: <http://www.dhs.state.or.us/admin/facilities> for a list of Field Facilities Coordinators, HSB Move Coordinators; or designate your Business Integrity Expert or another staff member as your local move coordinator.)

### Assessing needs of cubicle space/equipment

1. HR Recruitment	a. Sends "New/Move Employee Workspace Needs Assessment Form" to Manager along with hiring certificate (if it is an employee being moved within DHS - - manager /move coordinator downloads from the web)
2. Hiring Manager	a. Upon receiving Workspace Needs Assessment form, estimates hiring date and start day of new or moved employee.
	b. Decides on location of workspace for new employee. Examines workspace.
	c. Completes workspace needs section of "Workspace Needs Assessment" form.
	d. Determines appropriate Move Coordinator from Facilities website. Forwards form to Move Coordinator. List of coordinators at: <a href="http://www.dhs.state.or.us/admin/facilities">http://www.dhs.state.or.us/admin/facilities</a>
3. Move Coordinator	a. Obtains estimate hiring/start dates and copy of Workspace Needs Assessment form from hiring manager.
	b. Sets up internal tickler system with timeframes of 8 weeks, and 2 weeks prior to start date.

### Mobilizing Work Space Set-up

1. Move Coordinator	a. Examines intended workspace.
	b. Completes the 8-week section of form by contacting Facilities at (503) 947-5412).
	c. Determine wiring, phone and misc. needs. Fills out and activates Telecommunications part of Workspace Needs Assessment form. Contacts Facilities as necessary.
	d. Monitor progress of furniture, etc.
	e. Fill out AMD form and e-mail to: DHR.HELPDESK@state.or.us.
2. Helpdesk	a. Process GroupWise and Network changes and forwards AMD form to Asset Management as necessary.
3. Move Coordinator	a. Contacts local RACF sub-administrator to set up mainframe accounts
4. Hiring Manager	a. Prior to start or move date compares workspace to the "Workspace Needs Assessment" form for status of tasks. Consults with Move Coordinator as needed.
5. Move Coordinator	b. Reviews and closes tickler file.