# New Employee Checklist

Some items may not be applicable

## EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
<th>Position:</th>
<th>Manager:</th>
</tr>
</thead>
</table>

## BEFORE

- Contact employee to personally welcome him/her
- Remind about car registration and insurance for 1st day
- Remind to set up meeting with Employment Office in HR
- Have new employee get ID card
- Activate username and password
- Set up new employee’s office with computer and telephone

## FIRST DAY

- Welcome new employee
- Assign “buddy” employee to answer general questions
- Schedule biography picture at IMC (please email photographer@andrews.edu to make a request)
- Office and building tour
- Brief campus tour
- Parking permit/Campus Safety
- Sign-up for New Employee Orientation
- Assist in setting up email
- Order name tags & business cards

## DEPARTMENTAL-SPECIFIC POLICIES AND PROCEDURES

- Overtime
- Vacation and sick leave
- Call-in procedures
- Holidays
- Time and leave reporting
- Performance reviews
- Dress code
- Personal conduct standards
- Application of disciplinary actions
- Security
- Confidentiality
- Safety
- Emergency procedures
- Visitors
- E-mail and Internet use

## ADMINISTRATIVE PROCEDURES

- Review general administrative procedures:
  - Office/desk/work station
  - Keys
  - IDC charges
  - Fax machines
  - Mail (incoming and outgoing)
  - Shipping (FedEx, DHL, and UPS)
  - Purchase requests
  - Telephones (long distance)
  - Printers
  - Building access cards
  - Conference rooms
  - Expense reports
  - Office supplies
  - Copy centers

## POSITION INFORMATION

- Introductions to team
- Review initial job assignments and training plans
- Review job description and performance expectations/standards
- Review department organization and goals
- Review job schedule and hours (overtime and comp time)
- Review payroll timing, time cards
- Share schedule of general staff or faculty meetings
- Introduction to key personnel in other departments

## COMPUTERS

Hardware and software reviews, including:

- Helpdesk Info
- Microsoft Outlook
- Intranet
- Microsoft Office
- Databases
- Data on shared drives
- Gajim Inter-communication Access
- Banner and/or Finance Access

__Employee’s Signature__  __Supervisor’s Signature__  __Date__

Updated: 5/23/2018