## 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 uc@andrews.edu to make a request)
- Office and building tour
- Brief campus tour
- Parking permit/Campus Safety
- 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

<table>
<thead>
<tr>
<th>Overtime</th>
<th>Performance reviews</th>
<th>Confidentiality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation and sick leave</td>
<td>Dress code</td>
<td>Safety</td>
</tr>
<tr>
<td>Call-in procedures</td>
<td>Personal conduct standards</td>
<td>Emergency procedures</td>
</tr>
<tr>
<td>Holidays</td>
<td>Application of disciplinary actions</td>
<td>Visitors</td>
</tr>
<tr>
<td>Time and leave reporting</td>
<td>Security</td>
<td>E-mail and Internet use</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Hardware and software reviews, including:</th>
<th>Intranet</th>
<th>Microsoft Office</th>
<th>Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpdesk Info</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td></td>
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<tr>
<td>Data on shared drives</td>
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<tr>
<td>Gajim Inter-communication Access</td>
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<td></td>
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<tr>
<td>Banner and/or Finance Access</td>
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</tbody>
</table>

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Employee’s Signature  
Supervisor’s Signature  
Date  

Updated: 7/12/2019