

## New Employee Checklist

Some items may not be applicable

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Start date: \_\_\_\_\_  
Position: \_\_\_\_\_ Manager: \_\_\_\_\_

### BEFORE

- |  |   |
|--|---|
| <input type="checkbox"/> Contact employee to personally welcome him/her                      | <input type="checkbox"/> Have new employee get ID card                            |
| <input type="checkbox"/> Remind about car registration and insurance for 1 <sup>st</sup> day | <input type="checkbox"/> Activate username and password                           |
| <input type="checkbox"/> Remind to set up meeting with Employment Office in HR               | <input type="checkbox"/> Set up new employee's office with computer and telephone |

### FIRST DAY

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Welcome new employee  | <input type="checkbox"/> Office and building tour     | <input type="checkbox"/> Sign-up for New Employee Orientation |
| <input type="checkbox"/> Assign "buddy" employee to answer general questions   | <input type="checkbox"/> Brief campus tour            | <input type="checkbox"/> Assist in setting up email           |
| <input type="checkbox"/> Schedule biography picture at IMC (please email <a href="mailto:uc@andrews.edu">uc@andrews.edu</a> to make a request) | <input type="checkbox"/> Parking permit/Campus Safety | <input type="checkbox"/> Order name tags & business cards     |

### DEPARTMENTAL-SPECIFIC POLICIES AND PROCEDURES

- |   |  |
|---|--|
| <input type="checkbox"/> Overtime                 | <input type="checkbox"/> Performance reviews |
| <input type="checkbox"/> Vacation and sick leave  | <input type="checkbox"/> Dress code          |
| <input type="checkbox"/> Call-in procedures       | <input type="checkbox"/>                     |
| <input type="checkbox"/> Holidays                 |  |
| <input type="checkbox"/> Time and leave reporting |  |