

Andrews University

New Employee Checklist

Some items may not be applicable

EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Manager: _____

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
- 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