

## New Employee Checklist (for employee)

This checklist is designed to be used as a guideline for new employees. It provides an overview of topics that should be discussed within the first months of employment. All topics may not apply to every employee. Different departments may have specific policies and procedures for new employees in addition to the general guidelines below. Employees may expect some variation in suggested time frames

### My First Day

- |   |  |
|---|--|
| <input type="checkbox"/> Employee Eligibility Verification (I-9)        | <input type="checkbox"/> Job Duties and Responsibilities |
| <input type="checkbox"/> Social Security Card                           | <input type="checkbox"/> Work Week and Hours             |
| <input type="checkbox"/> Parking Pass                                   | <input type="checkbox"/> Meals and Breaks                |
| <input type="checkbox"/> Paycheck Information                           | <input type="checkbox"/> Leaves and Absences             |
| <input type="checkbox"/> Selective Service (if applicable)              |  |
| <input type="checkbox"/> Staff Introductions                            |  |
| <input type="checkbox"/> Overview of Department Policies and Procedures |  |
| <input type="checkbox"/> Paychecks and Dates                            |  |

### My First Week

- |   |  |
|---|--|
| <input type="checkbox"/> New Employee Orientation Scheduled | <input type="checkbox"/> Safety and Housekeeping                       |
| <input type="checkbox"/> Campus Tour                        | <input type="checkbox"/> Where to Get Department Help and Information  |
| <input type="checkbox"/> Office Keys                        | <input type="checkbox"/> Location of Supplies                          |
| <input type="checkbox"/> Comet Card                         | <input type="checkbox"/> Equipment Use                                 |
| <input type="checkbox"/> Computer Access                    | <input type="checkbox"/> Probation Period (*Classified Employees Only) |
| <input type="checkbox"/> Telephone and Voice Mail           |  |

### My First Month and Beyond

- Time Sheets
- Attend Orientation (\*Must Attend Within First 31 Days of Employment)
- 1st, 3rd and 6th Month Evaluation (\*Classified Employees Only)
- Benefits Selection (\*Must Select Within First 31 Days of Employment)
- Compliance Training