DEPAUW
UNIVERSITY

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New Employee Checklist – A Guide for Departments

EMPLOYEE INFORMATION

Name: ______________________ Start date: ______________________
Position: ______________________ Supervisor: ______________________

PRIOR TO FIRST DAY

☐ Ensure access to all systems/software
☐ Ensure all equipment is ordered and in place prior to first day
☐ Plan department orientation

FIRST DAY

☐ Provide employee with any Departmental Policies/Procedures
☐ Assign "buddy" employee(s) to answer general questions.
☐ Distribute any equipment needs

DEPARTMENT POLICIES AND EXPECTATIONS

☐ Review policies.

- Work Week Expectations
- Time and leave reporting
    - Sick, out of office, vacation, overtime (hourly)
- Performance reviews
- Dress code
- Conflict resolution
- Personal conduct standards
- Progressive disciplinary actions
- Safety/security/emergency procedures (Emergency exits and supplies)
- Confidentiality
- Visitors
- E-mail and Internet use
- Reporting accidents, violations and injuries
- Professional Development

ADMINISTRATIVE PROCEDURES

☐ Review general administrative procedures.

- Office/desk/work station
- Keys
- Mail (incoming and outgoing)
- Business cards
- Commercial Cards/Accounting practices
- Telephones
- Access (Buildings/Areas)
- Conference rooms
- Office supplies
- Shipping (FedEx, DHL, and UPS)

INTRODUCTIONS AND TOURS

☐ Give introductions to department staff and key personnel during tour.

☐ Tour of facility, including:

- Restrooms
- Copier Location
- Parking
- Coffee/vending machines
- Break Area/Refrigerators/Microwave

☐ Safety features/information:

- Fire Extinguishers
- Panic Alarms
- Emergency Exits/Evacuation Routes
- Evacuation Gathering Location

POSITION INFORMATION

☐ Review position required professional certification
☐ Provide a time line for OSHA required training if applicable
☐ Review initial job assignments, University required training and position specific training plans.
☐ Review job description and performance expectations and standards.
☐ Review job schedule and hours, lunch schedule and expectations
☐ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

☐ Hardware and software including:

- Department Software/Credentials
- Data on shared drives
- Databases