



Employee Name:	Start Date:
<b>Employee's First Day</b>	
<input type="checkbox"/> Welcome upon arrival (understand they may be nervous; try not to overwhelm them)	
<input type="checkbox"/> Provide overview of the first day and work week	
<input type="checkbox"/> Walk them to HR to complete new hire paperwork and meet with Benefits staff	
<input type="checkbox"/> Walk them to the Security Systems, Photo Identification and Parking Services Department to get picture ID card	
<input type="checkbox"/> Introduce them to departmental "buddy"	
Provide welcome packet and take time to review:	
<input type="checkbox"/> Give employee time to look through it on their own	
<input type="checkbox"/> Discuss customer service standards and philosophy	
<input type="checkbox"/> Review week one itinerary	
<input type="checkbox"/> Discuss HIPAA and FERPA (if applicable)	
<input type="checkbox"/> Discuss work schedule and university hours of operation	
<input type="checkbox"/> Review relevant websites	
Introduce them to the work area:	
<input type="checkbox"/> Supply key(s) or other items to gain access to office (i.e. access cards)	
<input type="checkbox"/> Explain the process for ordering office/desk supplies	
<input type="checkbox"/> Demonstrate how to use phone and access code	
<input type="checkbox"/> Overview of software and other technology use (calendar system, phone/voicemail, computer, email, internet, department shared drive, etc.)	
<input type="checkbox"/> Provide a tour of the building including elevators, stairs, exits, restrooms, kitchen area, break room, lockers/closets	
<input type="checkbox"/> Arrange to bring them to lunch on the first day (include other employees, if possible)	

Discuss transportation and parking

Have the employee sign up for the "campus wide notification system"

Review policies:

- Process and recording of sick leave, personal leave and vacation time/requests
- University calendar, holidays and religious holidays
- Dress code
- Emergency procedures
- Security protocols and building hours
- Exempt/non-exempt status
- Probationary period
- Phone and computer use
- Online resources for additional information

Give them their first assignment

Additional departmental specific items:

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Comments: