<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Start Date:</th>
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<table>
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<tr>
<th>Employee’s First Day</th>
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<tbody>
<tr>
<td>□ Welcome upon arrival (understand they may be nervous; try not to overwhelm them)</td>
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<tr>
<td>□ Provide overview of the first day and work week</td>
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<tr>
<td>□ Walk them to HR to complete new hire paperwork and meet with Benefits staff</td>
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<tr>
<td>□ Walk them to the Security Systems, Photo Identification and Parking Services Department to get picture ID card</td>
</tr>
<tr>
<td>□ Introduce them to departmental “buddy”</td>
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</tbody>
</table>

Provide welcome packet and take time to review:

□ Give employee time to look through it on their own
□ Discuss customer service standards and philosophy
□ Review week one itinerary
□ Discuss HIPAA and FERPA (if applicable)
□ Discuss work schedule and university hours of operation
□ Review relevant websites

Introduce them to the work area:

□ Supply key(s) or other items to gain access to office (i.e. access cards)
□ Explain the process for ordering office/desk supplies
□ Demonstrate how to use phone and access code
□ Overview of software and other technology use (calendar system, phone/voicemail, computer, email, internet, department shared drive, etc.)

□ Provide a tour of the building including elevators, stairs, exits, restrooms, kitchen area, break room, lockers/closets

□ 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:**