**NEW HIRE CHECKLIST**

(This list is meant as a guide. Feel free to add your own items as appropriate for your positions)

**General Orientation**

* Give tour of facility/work space:
  + Printer
  + Office supplies
  + Staff offices
  + Restroom
  + Kitchen
  + Emergency exit
* Introduction to department faculty and staff

**Policies**

* General department policies and procedures
* Time reporting and communicating absences
* Dress code
* Email and internet use
* Confidentiality and FERPA (if applicable)
* Disciplinary actions
* Emergency procedures

**Administrative Procedures**

* Telephone etiquette
* Office supplies
* Using printer and copy machine
* Record keeping

**Position Information**

* Introduction to team
* Review job description and expectations
* Review training plan
* Review schedule and hours

**Computers**

* Review usage and expectations for all hardware and software including:
  + Shared computers
  + Email
  + Social media
  + Shared drive
  + Software or online platforms necessary to conduct the job