First Day Checklist for New Staff

• Welcome and discuss the plans for the first day
• Tour their assigned work space and introduce him/her to the members of the department
• Tour the building and campus and explain available parking lots
• Explain where rest rooms, refreshments, and dining areas are located
• Provide required keys or combinations to locks
• Either take or arrange lunch plans
• Review job description
• Review the department’s organizational chart and explain its relationship to campus
• Complete Confidentiality Agreement and any other Departmental Agreements
• Review your office’s policies and procedures including:
  • Start /end work time schedule or Time Cards/Clock
  • Telephone, e-mail, and WIN use
  • Office organization files, supplies, and copy machine
  • Office resources (i.e. directories, staff listing, computer program manual, etc.)
  • Staff meetings (i.e. frequency, duration, who is in attendance, etc.)
  • Accountability
  • Customer service philosophy
  • Confidentiality