



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