New Employee Checklist
Some items may not be applicable

EMPLOYEE INFORMATION

Name: _____   Start date: _____

Position: _____   Manager: _____

BEFORE

☐ Contact employee to personally welcome him/her
☐ Remind about car registration and insurance for 1st day
☐ Remind to set up meeting with Employment Office in HR

☐ Have new employee get ID card
☐ Activate username and password
☐ Set up new employee's office with computer and telephone

FIRST DAY

☐ Welcome new employee
☐ Assign "buddy" employee to answer general questions
☐ Schedule biography picture at IMC (please email uc@andrews.edu to make a request)

☐ Office and building tour
☐ Brief campus tour
☐ Parking permit/Campus Safety

☐ Sign-up for New Employee Orientation
☐ Assist in setting up email
☐ Order name tags & business cards

DEPARTMENTAL-SPECIFIC POLICIES AND PROCEDURES

☐ Overtime
☐ Vacation and sick leave
☐ Call-in procedures
☐ Holidays
☐ Time and leave reporting

☐ Performance reviews
☐ Dress code
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