NEW STUDENT EMPLOYEE ORIENTATION CHECKLIST SAMPLE

Employee: ___________________________ Start Date: _______________ Supervisor: __________________________

Once employee is hired, but prior to start date:

☐ Have employee complete New Hire Paperwork at AABC
☐ Once employee is cleared to work, schedule first day
☐ Create name tag, name plate, and/or business cards (if applicable)
☐ Obtain any keys, fob, or code needed (if applicable)
☐ Announce hire of new employee

Orientation:

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<th>Date</th>
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☐ ___ ____ Building tour
☐ Mail box/mail room
☐ Copiers
☐ First Aid Kit
☐ Fire extinguisher and alarm
☐ Restrooms
☐ Break room
☐ Supervisor’s office

☐ ___ ____ Introductions to team members
☐ ___ ____ Communicate performance expectations
☐ ___ ____ Verify employee holds required certifications
☐ ___ ____ Office etiquette
☐ Cell phones
☐ Homework
☐ Internet and E-mail use
☐ Food/Beverages
☐ Visitors

☐ ___ ____ Policies
☐ ___ ____ Uniform/dress code
☐ ___ ____ Name tag, name plate, and/or business cards (if applicable)
☐ ___ ____ Keys, fob, or code (if applicable)
☐ ___ ____ Eligibility criteria
☐ ___ ____ Work schedule
☐ Hours
☐ Sick Time Law
☐ Holidays
☐ Maximum Allowable Hours
☐ Rest Breaks and Meal Periods
☐ School breaks

Auxiliaries and Activities Business Center
- Requesting time off
- Calling in sick
- **Inclement weather/closures**

- **Payroll**
  - EmpCenter
  - EmpCenter guides
  - Timesheets due 15th
  - Payday
  - Where to pick up paycheck
  - Signing up for Direct Deposit
  - Clocking in/out
  - Fixing time clock errors

- **Computer**
  - Login
  - Install any necessary programs
  - Set up shared network/file access

- **Outlook email**
  - Set up email
  - Add employee to mailing lists
  - Invitations to meetings
  - Signature
  - Out of office email
  - Email etiquette
  - Scheduling meeting
  - Meeting invites
  - Calendar
  - How to access shared calendars

- **Copier**
  - Copier codes
  - Add email in scanning feature

- **Phone/Telecom**
  - Answering the phone
  - Phone etiquette
  - How to put on hold, transfer, and forward calls
  - Long distance code
  - How to check voicemail
  - How to use intercom
  - Provide phone list
  - Unified messaging – phone messages in email

- **Workplace Safety**
  - Injury Reporting
  - Environmental Health and Safety
  - Emergency Management

- **Confidentiality**

- Check with employee regarding ergonomics or other special needs
☐ ___  ____ Employee discount (if applicable)
☐ ___  ____ Performance evaluations and setting goals
☐ ___  ____ Corrective Action

Date Completed: __________________________

Employee Signature: ______________________

Supervisor Signature: _____________________

*Please keep in your employee records