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## New Worker Checklist

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| **EMPLOYEE INFORMATION** |
| Name:  | Start date:  |
| SID#:  | Supervisor:  |
| **FIRST DAY** |
| [ ]  Introductions, tour, paperwork[ ]  Assign "buddy" employee to answer general questions.  Buddy Name:  |
| **POLICIES REVIEWED**  |
| [ ]  FERPA and Confidentiality policy[ ]  Code of Conduct[ ]  Hours  | [ ]  Office procedures[ ]  Health and Safety [ ]  Email and Internet Use | [ ]  Student Employee Handbook  |
| **ADMINISTRATIVE PROCEDURES** |
| [ ]  Review general administrative procedures | [ ]  Office/desk/work station[ ]  Mail (incoming/ outgoing)[ ]  Email Setup[ ]  Username setup | [ ]  Filing[ ]  Scanning/ Documents[ ]  Telephone and fax |
| **FIRST WEEK TASKS/ ADDITIONAL INFORMATION** |
| [ ]  Read office handbooks and policies[ ]  Shadow another student employee[ ]   |