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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 | | | | | |