



# Checklist for New Employees

Wright State University

## How to use this checklist:

The following checklist is recommended for you and your supervisor to complete within your first few weeks of employment at Wright State University. This checklist helps inform you about WSU and departmental policies and procedures, job functions, and your role and responsibilities within the organization. It will allow you to increase your understanding, knowledge, and involvement at Wright State University. You are urged to utilize your resources and ask questions.

### At Orientation:

Congratulations, you have successfully completed Wright State University's New Employee Orientation. At Orientation you discovered the many things WSU has to offer its employees. You may have completed all your paperwork and explored the great benefits WSU offers. There was an introduction to WSU where the Center for Performance Excellence, the Center for Teaching and Learning, the Police Department, and Environmental Health and Safety discussed the various resources and items they provide.

You went on a walking tour of campus making several stops along the way. You visited a wonderful place to enjoy your lunch and breaks in the Union Market, you stopped at the Bookstore, which is a great place to dress yourself in all sorts of Raider paraphernalia! You stopped at the Wright-Patt Credit Union which is conveniently located by the Bookstore and Union Market. The next stop was the Wright1Card Center where you said, "Cheese!" and got your University ID. Then you headed over to Parking & Transportation to purchase your parking pass. Suitably enough, your Wright1Card will open the gated parking lots!

Next, you stopped at the newly renovated Recreation Center. Quite an amazing site! Isn't it great to know that Wright State University offers free RecFit classes to all employees! After that you toured the Fordham Library and Dunbar Library. Keep those places in mind when you need some quiet time during your lunch break. Grab a book, cup of coffee, and a seat in the Dunbar Library and relax! Your last stop was with CaTS. They introduced you to the services and training they offer. They provided an orientation about using WINGS and WINGS Express. Now you have your e-mail account and know how to access it. Take time to explore all the wonderful links WINGS puts right at your fingertips.

New Employee Orientation gave you tons of information on Wright State University, its services and benefits, allowed you to complete your new hire paperwork, and ask questions. We realize you may have discovered more questions after collecting all your thoughts from an eventful day. We encourage you to contact your Human Resources Representative with any questions you may have!

## Getting Started:

### Paperwork:

- Touch base with Human Resources to ensure all the appropriate hiring paperwork has been completed.
- Obtain a copy of your department's organization chart.
- Obtain a copy of all internal contacts names, e-mail addresses, and phone numbers.
- Ensure all the paperwork for system, network, and phone access is completed.
  - Telephone number
  - Voicemail
  - All department or team shared drives or network locations

### Workspace:

- Office Supplies:** Request any specific office supplies you may need.
- Identification:** Are your business cards, name tag, and/or name plate ordered?
- Additional Resources:** Gather any resources (i.e. voicemail instructions, campus maps, point of contacts...) needed for the job.
- Set-it-up:** Allow time to arrange your workspace according to departmental standards. Set up your voicemail and e-mail.

### Meet your Team Members:

- Meet your team members, co-workers, and supervisors whom you will be working with regularly.
- Talk with current team members about their roles and responsibilities.
- Make lunch plans for the first few days.
- Meet your Mentor/Guide.

### Talk with your Supervisor:

- Position Description:** Review your position description and ask for a copy.
- Job Assistance:** Meet the person you may call for questions, clarification, and future assistance. This may be the same person as your mentor.

- Quality:** Discuss departmental quality standards and expectations.
- Records:** Your manager will show you where to locate any records or files necessary for your job. He or she will also explain the confidentiality policy and how to handle confidential information and records.
- Standards of Conduct:** Review acceptable and unacceptable performance and behaviors and how they are handled.
- Issues and Concerns:** Discuss the department policy regarding issues and concerns related to work responsibilities and assignments.
- Role and Expectations:** Discuss your role and expectations with your supervisor.
- Questions:** Meet with your supervisor at the end of the day to answer any questions and discuss your first day/week(s) at Wright State.

### **Work Environment:**

- Campus:** Find a campus map and a map of the tunnel system, and then take a walk with your Mentor. Determine the location of the department's building in relation to other buildings on campus. Discover any other buildings that may be needed.
- Department Building:** Take a tour of the department building. Locate other's work stations, stairs, elevators, restrooms, emergency exits, break room, vending machines, etc.
- Dress:** Review any dress requirements and/or acceptable dress for the department. For example: uniforms, business professional dress, business casual, casual Fridays, etc.
- Emergency Evacuation Procedure:** Learn about the emergency evacuation procedure, safety policy, and locate emergency exits and fire extinguishers.
- Equipment:** Locate the office equipment (i.e. telephone system, how to access computer, software, and other equipment, etc.) and office supplies. Inquire about the ordering process.

### **Work Procedures and Policies**

- Pay Stub and Timecard:** Discuss when and how pay advices are distributed.
- Keys and Access Codes:** Obtain any necessary equipment, access codes, etc. Be sure to acquire any keys to your office, desk, cabinets, etc.

- Computer Use:** Ask about any restrictions and expectations related to use of the computer for personal use, internet access, computer games, etc.
- Telephone:** Learn department's policy on telephone etiquette and departmental practices for telephone usage and personal calls.
- Cell Phones:** Discuss any restrictions related to cell phone and text messaging use during work hours, breaks, and/or lunch. It is recommended you sign up for the university option for text messaging in case of an emergency.
- Noise Level:** Inquire about the use of radios, iPods, or MP3 players.
- Smoking Policy:** Obtain information on the University smoking policy and information about designated smoking areas.

### **Work Schedule:**

- Time off Situations:** Review when and who to call when absence is necessary due to personal emergencies or immediate need for time off. Ask for explanation of procedure for requesting time off and how to fill out vacation/sick leave request forms and from whom to request leave.
- Timesheet Completion & Submittal:** Review departmental time reporting procedures, the completion of timesheets in WINGS Express, and deadlines for submitting timesheets. Ask for a copy of the Payroll schedule.
- Inclement Weather:** Discuss inclement weather policy and whether you are identified as an emergency employee.
- Work Days:** Review information on work schedule and hours.
- Overtime/Comp Time:** Discuss process and authorization required for overtime and/or compensatory time.
- Meals and Breaks:** Review length of lunch and breaks and how the time schedule works. Review specific times for lunch and breaks, if designated.

### **Office Protocols:**

- Access and Security:** Ask for information related to accessing the office or department, as well as any security codes necessary to gain access.
- Locking Offices, Desks, and Filing Cabinets:** Discuss the protocol for locking the office, doors, desk drawers, or filing cabinets.
- Conference Rooms or Designated Office Space:** Ask for information related to the use of office space, break rooms or conference rooms within the department.

- Coffee/Water Cooler:** Discuss the process related to coffee or water usage within the department.
- Refrigerator/Microwave/Toaster Usage:** Discuss the protocol for using and/or cleaning any department refrigerators, microwaves, or other appliances.
- Mailboxes:** Review the process of receiving and sending mail within the department and across the University. Locate the department mailboxes and campus mail room.
- Sign-In/Sign-Out:** Review any sign-in or sign-out processes in the department.
- Filing:** Discuss the process for individual desk files and department wide files. Review how the filing should be handled, where it is located, etc.
- Record Retention:** Review and obtain copies of the Records Retention Policies.

**I have reviewed the information above and understand the policies and procedures within my department and across the University. I was given an explanation of all the checked items and was provided answers for the questions I had concerning the listed items.**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_