NEW EMPLOYEE ORIENTATION CHECKLIST
(Please review the following information with your new employee.)

EMPLOYEE NAME ___________________________________________________________________

BEFORE THEY BEGIN

__ Determine Start date
__ Assign Welcome Coordinator (Contact person to answer possible questions)
__ Order door/desk keys

__ Office location
__ Order business cards (as appropriate)
__ Order nametag from the HR Office x7471
__ Order name plate/door signs (as appropriate)

Computing Needs Request, contact ITS

NOTE: Access to email and network password – can be set up one week prior to start date (Les LaCroix ITS contact)

Supervisor:

__ Request position/department specific computer software permissions via ITS Helpdesk Ticket
__ Request access to Shared Folders via ITS Helpdesk Ticket
__ Calendar Access – have other department members grant access to their calendar via ITS Helpdesk Ticket
__ Building Access – have employee fill out authorization form to obtain their OneCard

FIRST DAY ACTIVITIES

__ Visit Human Resources to fill out employment paperwork and benefits orientation
__ Visit One Card Office for employee photo ID/One Card
__ Visit Parking Office to obtain parking permit(s) NOTE: they will need their application card filled out
__ Complete credit card application for Accounts Payable if necessary
__ Sign Confidentiality Agreement
__ For hourly paid employees – they should view payroll online tutorials

INTRODUCTIONS

__ Direct Supervisor should introduce department members and their responsibilities
__ Direct Supervisor should introduce other department partners
__ Discuss College Mission Statement / Office Mission Statement

WORK AREA LOCATIONS

__ Copy/fax equipment
__ Workstation Analysis, contact Karyn Jeffrey, HR, at 4174

__ Office Supplies
__ Restrooms

DEPARTMENTAL PROCEDURES

__ Phone system (phone director, long distance; set up voicemail)
__ Required Training: Bloodborne Pathogens, Safety In-service for Facilities employees

__ Preferred telephone greeting
DEPARTMENTAL EXPECTATIONS

- Dress code – casual Fridays & summer hours (not for all offices)
- First report of injury
- Lunch/Breaks – is office ever closed?
- Hours/work schedule
- Other departmental policies and procedures – visit https://apps.carleton.edu/handbook/
- Performance evaluations – scheduled performance evaluation for this employee will be _______________
  (All employee evaluations are to be completed annually)
- Sick/excused absences policies – who to call and when?
- Vacation holiday time – expectations for requesting vacation time off
- Attend mandatory trainings: Title IX & Sexual Misconduct Prevention, Employee Right-to-Know, Bloodborne Pathogens. (Contact Environmental Health & Safety Office for upcoming training dates: x 4146)
- HIPAA – new supervisors, need to complete training at https://apps.carleton.edu/campus/human_resources/welcome/paperwork/
- Web Time Entry (for bi-weekly employees and supervisors only) for instructions, visit https://apps.carleton.edu/campus/human_resources/welcome/

TAKE A WALKING TOUR – PLACES TO VISIT

- Bookstore (Sayles-Hill)
- Business Office (Leighton)
- Campus Security (Sayles-Hill)
- Chapel
- Dean of the College (Laird)
- Dining Halls (Burton & LDC)
- Gould Library
- Human Resources (Strong House)
- One Card (Sayles-Hill)
- Payroll (Leighton)
- Print Center (Leighton)
- Rec Center
- Weitz Center

VIRTUAL TOUR OF WEB SITES

- The Hub
- Business Office
- Campus Map
- Community Concern Form
- Facilities/Maintenance Requests
- Recreation Center
- Whistleblower Policy and Hotline
- Bon Appetit
- Campus Calendar
- Carleton Scheduling Office
- Employee Handbooks
- Library
- Upcoming Events

Username: Carleton / Password: Reports or by calling 1-877-778-5463

OTHER SITES – DEPARTMENT SPECIFIC

Colleague, Test Colleague, Room Reservation Requests, SSRS Reports, Adobe Acrobat DC