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

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

    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

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