**First Day Checklist**

The following checklist contains key tasks to help with your employee’s first day acclimation.

**Introductions**

* Greet the employee, show them their workspace/office, and where to put personal belongings.
* Have co-workers come to the employee’s office space to introduce themselves.
* If planned, have lunch with scheduled participants. If not, make sure the new employee knows where they can go for lunch and what others generally do for lunch.

**Workplace Orientation**

* Confirm workspace is ready. Ensure they have all the equipment and tools needed to do their job.
* Give a tour of the office and building, point out key locations (copier, mailroom, fax machine, office supplies, restrooms, break areas, emergency exits, fire extinguishers, vending machines, etc.).
* Provide them with facility information such as keys and security codes (if applicable).
* Review how to log onto their computer and make sure they can get into their email and any other applicable systems to do their job.
* Review the phone system and usage, fax, scanning and copying procedures.
* Review office procedures and guidelines (time away from work reporting requirements, personal phone calls, lunch breaks, office coverage, etc.).
* If there is a dress code, review it with the employee.

**Administrative Onboarding**

* Ensure the new employee is scheduled for New Employee Benefits Orientation and that they have the date on their calendar. (Benefits Orientations are scheduled every 2 weeks- alternating weeks by union).
* Ensure the employee has completed their new hire paperwork and signed their contract letter (*if UUP or MC paperwork will be in Hirezon/Interview Exchange*).
* Walk employee over to 503 Culkin Hall to get their Campus ID Card.
* Schedule any required training or show the new employee how to register for required training that is applicable to their job.

**Other**

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