UNIVERSITY OF WATERLOO
FACULTY OF ARTS

New Staff Member Checklist

Completed by:

Date:

Please indicate if new staff member is an: ☐Internal hire, year started:

or an ☐External hire, Human Resources (HR) orientation date:

Employee Information

Name:	Address:	Arts Staff Advisory Council (ASAC) peer mentor:
Start date:	Phone:	
Position:	Birthday:	Peer mentor contact information:
Supervisor:	Emergency contact information:	First-Aid trained? Yes ☐ or No☐

Access

☐HR forms ☐Keys ☐Alarm code ☐Phone password/directory ☐Mailbox ☐Name plate/name tag ☐Business cards ☐Mailing lists	☐WatIAM/HR/Arts Computing Office (ACO) ☐Exchange Calendar ☐Room bookings ☐Laptop bookings ☐Vacation program ☐Shared drives/emails ☐SharePoint	☐Waterloo Content Management System (WCMS) /Drupal access ☐Website/picture ☐Signing authority ☐Telephone services ☐Learn access ☐JobMine access	☐Social media access ☐Quest (Registrar's Office (RO) or Graduate Studies Office (GSO)) ☐Other:

Policies and Training (University of Waterloo (UW) and Department)

UW mandatory training: ☐Workplace Violence & Harassment ☐Employee Safety Orientation ☐Accessible Customer Service ☐WHMIS 2015 ☐Review key policies If internal, number of vacation days left:	**Additional Training:** ☐SEW (WCMS –maintainers/ web form) ☐Safety office (hazard specific training) ☐Organizational & Human Development (OHD) ☐Lynda.com ☐Other:	☐Tuition benefit/course leave ☐Vacation and sick leave ☐Leaves of absence ☐Holidays ☐Time and leave reporting ☐Overtime ☐Dress code ☐Cleaning schedule and procedures ☐Staff association ☐Performance reviews ☐Security	☐Progressive disciplinary actions ☐Confidentiality agreement ☐Health and safety (policy number 34) ☐Fire/emergency procedures ☐Travel (policy number 31) ☐Email and internet use ☐Equipment sign-out (laptop, USB key) ☐Other:

Administrative Procedures

☐Review general administrative procedures ☐Email signature ☐Set up regular meetings	☐Office/desk/work station ☐Conference rooms ☐Mail (incoming and outgoing)	☐Office supplies and equipment ☐Telephones/voicemail ☐WatCard	☐Purchase requests ☐Personal calls/mail (stamps for purchase)

Introductions and Tour

☐Give introductions to department staff and key personnel during tour

☐Tour of facility including: ☐Restrooms ☐Mail rooms ☐Copy centers	☐Fax machines ☐Bulletin board ☐Parking ☐Printers	☐Office supplies ☐Kitchen ☐Coffee/vending machines ☐Cafeteria	☐Emergency exits & supplies ☐Other departments (please specify):

Position Information

☐Introductions to team ☐Introductions to other stakeholders (e.g. students, different departments) ☐Review job schedule and hours	☐Review initial job assignments and training plan ☐Review job description, performance expectations and standards	☐Review payroll timing, policies, and procedures ☐Review New Arts Employee Resources website ☐Review department/school website	☐Review task list/training manual ☐Arrange for training ☐Other:

Computers

☐Hardware and software reviews, including:	☐Email ☐Printer	☐Data on shared drives ☐Databases	☐Internet