

# 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:	Peer mentor contact information:	
Position:	Birthday:	First-Aid trained? Yes <input type="checkbox"/> or No <input type="checkbox"/>	
Supervisor:	Emergency contact information:		
Access			
<input type="checkbox"/> HR forms <input type="checkbox"/> Keys <input type="checkbox"/> Alarm code <input type="checkbox"/> Phone password/directory <input type="checkbox"/> Mailbox <input type="checkbox"/> Name plate/name tag <input type="checkbox"/> Business cards <input type="checkbox"/> Mailing lists	<input type="checkbox"/> WatIAM/HR/Arts Computing Office (ACO) <input type="checkbox"/> Exchange Calendar <input type="checkbox"/> Room bookings <input type="checkbox"/> Laptop bookings <input type="checkbox"/> Vacation program <input type="checkbox"/> Shared drives/emails <input type="checkbox"/> SharePoint	<input type="checkbox"/> Waterloo Content Management System (WCMS) /Drupal access <input type="checkbox"/> Website/picture <input type="checkbox"/> Signing authority <input type="checkbox"/> Telephone services <input type="checkbox"/> Learn access <input type="checkbox"/> JobMine access	<input type="checkbox"/> Social media access <input type="checkbox"/> Quest (Registrar's Office (RO) or Graduate Studies Office (GSO)) <input type="checkbox"/> Other:
Policies and Training (University of Waterloo (UW) and Department)			
<b>UW mandatory training:</b> <input type="checkbox"/> Workplace Violence & Harassment <input type="checkbox"/> Employee Safety Orientation <input type="checkbox"/> Accessible Customer Service <input type="checkbox"/> WHMIS 2015  <input type="checkbox"/> Review key policies If internal, number of vacation days left:	<b>Additional Training:</b> <input type="checkbox"/> SEW (WCMS –maintainers/ web form) <input type="checkbox"/> Safety office (hazard specific training) <input type="checkbox"/> Organizational & Human Development (OHD) <input type="checkbox"/> Lynda.com <input type="checkbox"/> Other:	<input type="checkbox"/> Tuition benefit/course leave <input type="checkbox"/> Vacation and sick leave <input type="checkbox"/> Leaves of absence <input type="checkbox"/> Holidays <input type="checkbox"/> Time and leave reporting <input type="checkbox"/> Overtime <input type="checkbox"/> Dress code <input type="checkbox"/> Cleaning schedule and procedures <input type="checkbox"/> Staff association <input type="checkbox"/> Performance reviews <input type="checkbox"/> Security	<input type="checkbox"/> Progressive disciplinary actions <input type="checkbox"/> Confidentiality agreement <input type="checkbox"/> Health and safety (policy number 34) <input type="checkbox"/> Fire/emergency procedures <input type="checkbox"/> Travel (policy number 31) <input type="checkbox"/> Email and internet use <input type="checkbox"/> Equipment sign-out (laptop, USB key) <input type="checkbox"/> Other:
Administrative Procedures			
<input type="checkbox"/> Review general administrative procedures <input type="checkbox"/> Email signature <input type="checkbox"/> Set up regular meetings	<input type="checkbox"/> Office/desk/work station <input type="checkbox"/> Conference rooms <input type="checkbox"/> Mail (incoming and outgoing)	<input type="checkbox"/> Office supplies and equipment <input type="checkbox"/> Telephones/voicemail <input type="checkbox"/> WatCard	<input type="checkbox"/> Purchase requests <input type="checkbox"/> Personal calls/mail (stamps for purchase)
Introductions and Tour			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour			
<input type="checkbox"/> Tour of facility including: <input type="checkbox"/> Restrooms <input type="checkbox"/> Mail rooms <input type="checkbox"/> Copy centers	<input type="checkbox"/> Fax machines <input type="checkbox"/> Bulletin board <input type="checkbox"/> Parking <input type="checkbox"/> Printers	<input type="checkbox"/> Office supplies <input type="checkbox"/> Kitchen <input type="checkbox"/> Coffee/vending machines <input type="checkbox"/> Cafeteria	<input type="checkbox"/> Emergency exits & supplies <input type="checkbox"/> Other departments (please specify):
Position Information			
<input type="checkbox"/> Introductions to team <input type="checkbox"/> Introductions to other stakeholders (e.g. students, different departments) <input type="checkbox"/> Review job schedule and hours	<input type="checkbox"/> Review initial job assignments and training plan <input type="checkbox"/> Review job description, performance expectations and standards	<input type="checkbox"/> Review payroll timing, policies, and procedures <input type="checkbox"/> Review New Arts Employee Resources website <input type="checkbox"/> Review department/school website	<input type="checkbox"/> Review task list/training manual <input type="checkbox"/> Arrange for training <input type="checkbox"/> Other:
Computers			
<input type="checkbox"/> Hardware and software reviews, including:	<input type="checkbox"/> Email <input type="checkbox"/> Printer	<input type="checkbox"/> Data on shared drives <input type="checkbox"/> Databases	<input type="checkbox"/> Internet