|  |  |
| --- | --- |
| **Faculty of Environment** |  |

# New Team Member Checklist

## EMPLOYEE INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name:  |  |  | Start date:  |  |
| Position:  |  |  | Manager:  |  |

## POLICIES

|  |  |  |
| --- | --- | --- |
| [ ]  Review key policies. | * Vacation and sick leave
* Holidays
* Time and leave reporting
* Overtime
* Performance reviews
* Dress code
* Organization charts
* Policy 8 Information Security
 | * Policy 46 Information Management
* Policy 33 Ethical Behaviour
* Policy 34 Health, Safety and Environment
* Emergency procedures
* E-mail and Internet use
* Confidentiality Agreement
* [OPD101 AODA](https://uwaterloo.ca/human-resources/accessibility/legislation/customer-service-standard) Mandatory Training
* [Safety Office Mandatory Training](https://uwaterloo.ca/safety-office/training/training-programs#Employees)
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## ADMINISTRATIVE PROCEDURES

|  |  |  |
| --- | --- | --- |
| [ ]  Review general administrative procedures. | * Office/desk/work station
* Keys
* Mail (incoming and outgoing)
* Shipping (Courier)
* Business cards
* Purchase requests
* Sign-up for university orientation
 | * Telephones
* Building access
* Conference rooms
* Picture ID (Directory Boards)
* Department photograph
* Expense reimbursements
* Office supplies
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## INTRODUCTIONS AND TOURS

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| --- |
| [ ]  Give introductions to department staff and key personnel during tour. |
| [ ]  Tour of buildings, including:  | * Restrooms
* Mail rooms
* Kitchen
* Office supplies
 | * Bulletin board
* Parking
* Printers
* MAD
 | * Coffee/vending machines
* Food Outlets
* Emergency exits and first aid kits
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## POSITION INFORMATION

|  |
| --- |
| [ ]  Introductions to team.[ ]  Review initial job assignments and training plans.[ ]  Review job description and performance expectations and standards.[ ]  Review job schedule and hours.[ ]  Review payroll timing, policies and procedures. |
| [ ]  Complete mandatory on line Employee Safety Orientation [ ]  Complete mandatory online Workplace Violence awareness[ ]  Complete mandatory Supervisor Safety Awareness course (if applicable) |

## AUTHORIZATION TO SYSTEMS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ]  Signing Authority  | [ ]  WatIAM  | [ ]  Security Groups | [ ]  QUEST  | [ ]  FORE | [ ]  Sharepoint Sites | [ ]  RT-Telephone Services |