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| **Faculty of Environment** |  |

# New Team Member Checklist

## EMPLOYEE INFORMATION

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

## POLICIES

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| --- | --- | --- |
| 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) |

## ADMINISTRATIVE PROCEDURES

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| 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 |

## 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 |

## POSITION INFORMATION

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| --- |
| 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 |