

**NEW EMPLOYEE ORIENTATION CHECKLIST**

A successful orientation requires the combined efforts of the manager, the employee and University service units to effect a smooth transition to your new department. The checklist below is designed to help you quickly review information related to benefits and services, job responsibilities and workplace policies and procedures.

**PRIOR TO YOUR START DATE:**

- Receive letter (where applicable) from employing unit indicating your new work assignment, work location and supervisor
  
- Through your employing unit you will obtain (where applicable): building keys, access cards, computer connections, telephone/voicemail setup, a divisional and university phone list, tour of the department/division/ and employee services such as Pipeline (e.g., web-time entry, pay advice look-up, benefit information, leaves balances, etc). Your hiring manager will discuss: job duties, expectations, work rules, forms and be able to assist you with any accessibility/accommodation needs.\*

\*While many of the items listed above may actually take place before you begin work, others may take place during the first two weeks of your employment.

If your job duties require access to any University administrative systems (such as Banner, RAPP, Pipeline, etc.) learn how to apply for and receive formal and informal training.

**DURING YOUR ORIENTATION AND DEVELOPMENT PERIOD  
(six months), YOU SHOULD KNOW. . .****About Your Job**

- How to register for University Orientation (and attend the session)
- How your department is organized
- Your department's goals and mission
- The specific functions of your section/unit
- Who you report to
- Your duties and responsibilities
- Your specific work week and scheduled work hours and time reporting process
- The performance standards for your position
- The length of your probation period
- How performance planning and evaluation is managed, by whom, and how often
- Your supervisor's expectations regarding attendance
- The procedure for requesting time off
- The procedure for reporting absences
- When staff meetings are held
- How you will be trained and by whom
- Career development opportunities available to you
- Review contract and/or employee handbook
- Review and sign confidentiality agreement

**About your work environment**

- Your colleagues and their job functions
- Your assigned work area and the office furniture and supplies you will be issued
- Who to call for service or assistance
- The dress code for your area or unit
- The rules regarding food in your area
- The proper operation and care of computers and office equipment
- How to use the phone systems and e-mail
- The policies for making personal and long distance phone calls
- How to access the internet for WSU information and services
- Where the restrooms, fire exits and break room are located
- How to obtain/order office supplies or other tools or resources
- The rules for after hour access to your work area

**About your pay**

- Your rate of pay
- If overtime is ever required and how it is managed
- The time recording procedure for your area
- The WSU paydays and how paychecks are distributed in your department
- Travel and reimbursement procedures
- When your lunch period is and if it is flexible
- If break periods are permitted, and if so, how many
- The University's holiday schedule including the winter closure in December
- The University's paid leave policies
- The University's unpaid leave policies
- How jury duty, voting, bereavement, and military paid leaves are administered

**About your other opportunities and responsibilities**

- The safety requirements of the job
- What formal training courses are required
- How to access University resources (i.e., pipeline, etc.)
- Policies and procedures that govern your employment
- The benefits, services and resources available to you and your family
- Rules for use of University resources
- The appropriate use of confidential information
- The University's policies on affirmative action and non-discrimination, sexual harassment, drugs or violence in the workplace, use of technology and other safety and security issues
- What to do if you are injured or suffer a work-related illness on the job
- Campus resources available to you if you are experiencing problems at work
- The University's progressive discipline processes