

## New Employee Checklist

Here is a list of items that should be discussed in your Departmental orientation:

- ❖ Welcome to Department/School by Director/Dean and Manager/Chair
- ❖ Introductions & Tour of Department/School
- ❖ List of Key Contacts provided and reviewed
- ❖ Employee “buddy” introduced
- ❖ Department/School Strategic Plan and Organizational Chart explained
- ❖ Job Description and Duties reviewed
- ❖ Department/School Client Service Standards reviewed
- ❖ Work Space, Computer and Telephone identified and explained
- ❖ Parking Pass arranged (if desired)
- ❖ Office Access issued and Name Tag issued
- ❖ Employee ID Card received
- ❖ Codes and accesses issued and explained  
e.g. log-in for computer & phone, etc.
- ❖ Computer Homepage set to <http://myalgonquin.algonquincollege.com>
- ❖ Photocopier code, fax machine number provided
- ❖ Office Organization and Resources explained:  
e.g.: files, supplies, directories, manuals, staff listing etc.
- ❖ Access to College Programs requested (as required) and training  
arranged e.g. PeopleSoft, GeneSIS, HRIS, Blackboard, etc.

## New Employee Checklist

- ❖ College Services reviewed and Contact Information provided
- ❖ Department/School guidelines reviewed
  - e.g. - campus mail services
  - attendance guidelines & call-in procedures
  - time-off request/leave form
  - standard work procedures
  - security guidelines
  - staff meeting schedule
  - printing procedures
  - after hours & weekend access
  - travel & reimbursement
- ❖ Training for College Programs arranged, as required (e.g. PeopleSoft, GeneSIS, HRIS, Blackboard etc.)
- ❖ Employee Performance Review Process explained