

# New Employee's 1st Business Day

Checklist for Supervisor or Staff Person

Note: If you need to be out of the office on the employee's first day, our recommendation is for you to delegate this meeting to a senior staff member on your team.

## WELCOME/TOUR OF CUBICLE/OFFICE

- Supervisor/staff person/admin meet and welcome new employee at reception.
- Introduce employee to team and program/division members.
- Tour building, including parking, amenities, locations of restrooms, coffee/lunch areas, refrigerator, break rooms, library, central records, etc.
  - Include safety features of work area (fire exits, fire extinguishers, evacuation plan, first aid kits, AED units, etc.)
  - Include importance of recycling/composting within Ecology and review the [Sustainability at Ecology](#) SharePoint page.
  - Tip: If available, print a building map for your new employee and use it during the tour. There are links to maps on the new employee checklist [for My First Day](#).
- Introduce employee to important people who may be of help to them along the way. For example: Staff Services, Human Resources, Business Technology Service Center Help Desk (BTSC – help desk), reception staff, building security, Regional Director, Regional Director's Assistant, Regional Business Administrator, and regional IT, etc.
- Badges:** Take a front-on photo, similar to a passport or driver's license, with no sunglasses or hats. Request a badge through [InfoCentre](#), attaching the employee photo. For the Lacey building, the requester will be notified by email when the badge is available for pick-up from Staff Services. For regions/fields offices, badge will be mailed by campus mail or US Postal Service. Best Practice: Delegate or ensure that employee has notepads, pens, tape dispenser, scissors, stapler, etc.

## EQUIPMENT AND TECHNOLOGY

### Computer

- Business Technology Service Center will have left a welcome printed email for the new employee with logon information and basic computer usage information or will be meeting with the new employee at their workstation on their first day (based on completion of the Service Request).
- Have employee log on to computer. Go over commonly used programs (Inside Ecology, EPIC, InfoCentre, etc.), and make sure they have appropriate access needed to perform their job functions.
  - Let them know that they will receive several emails they will want to save. (i.e., InfoCentre for Lacey building staff and RBAs, Long Distance Code, etc.)
  - Outlook: set permissions, go over out of office expectations, how to use directory/distribution lists, and calendar use.
  - SharePoint:
    - Where to go for information/resources and program specific information.

- Ensure employee knows who their [SharePoint Site Collection Administrator](#) is, in case there are any SharePoint access or permission issues.
- Access to Z Drive (personal network drive) and F Drive (program/shared network drive).

### Phone

- Go over calling within the agency, dialing outside the agency, and long distance, as well as other [commonly used phone features](#).
- Show them how to check their voicemail and set up a voicemail greeting.
  - Go over voicemail expectations.

### Copier/Printer

- Show where copier/printer is and basics of how to use.

### PAPERWORK

- Let your employee know if they need a reasonable accommodation to complete this paperwork or for any aspect of their new job, they may reach out to their [assigned Human Resources Consultant](#), or call Human Resources Reception (360-407-6186) for assistance.
- Meet with employee and go over [New Employee Orientation Checklist](#). Show employee where on Ecology's intranet/internet to find resources listed on the checklist, such as policies.
  - Employees will receive a Learning Center (the learning management system or LMS) account the work day after they are entered into HRMS. After they receive their LMS account, they will have five workdays to complete the New Employee Policy Review and Attestation in the LMS. While they are waiting for LMS access, they may begin reviewing policies from Inside Ecology.
  - Have the employee fill out all required paperwork by their 3<sup>rd</sup> day.

Other items on new employee's [My 1<sup>st</sup> Day checklist](#):

- [Commute Trip Reduction](#) Information
- Vehicles, including [checking out a vehicle](#) and [vehicle guidelines](#)
- Finding the personnel number in the [HR Info Portal](#), after employee information is keyed into the HRMS system (may take up to 10 days after start date to appear in HR Info Portal)