

New Employee Ambassador Checklist



(Checklist assumes employee is beginning work on 1st day of pay period.)

Prior to 1 st Day of Work		
1.	<input type="checkbox"/>	Contact employee to introduce yourself (hiring department has contact information): <ul style="list-style-type: none">• Arrange where to meet at 8am on their 1st day of work (Recommend meeting at one of the four parking kiosks on campus – lots D-5, Q-14, I-15 or G-16). <i>Lot D-5 is closest to HR.</i>• Assist with questions about directions, building location, and parking.
2.	<input type="checkbox"/>	Obtain Key Card from their supervisor, complete with appropriate signatures.
3.	<input type="checkbox"/>	<u>Schedule</u> time to pick up keys in the afternoon of their 1st day of work.
4.	<input type="checkbox"/>	Email parking@cwu.edu to obtain code for employee's first day parking permit. Include your name, employee's name & department, and start date in the email.
On the Employee's 1 st Day of Work		
5.	<input type="checkbox"/>	Greet employee <i>at arranged location</i> at 8am. Head to parking kiosk.
6.	<input type="checkbox"/>	Assist employee at parking kiosk to secure complimentary parking permit (requires code you obtained from Parking and employee's license plate number with no spaces or dashes).
7.	<input type="checkbox"/>	Lead employee to park in <u>General Parking lot</u> . Recommend lot D-5 (closest to HR) .
8.	<input type="checkbox"/>	Escort employee to HR in Mitchell Hall, 1st floor , by 8:20am for <i>New Employee Welcome</i> . <i>New Employee Welcome</i> begins at 8:30am.
9.	<input type="checkbox"/>	Direct employee to HR front desk to grab their <i>Welcome packet</i> and <i>complete I-9 verification</i> (if time allows). If <i>health center employee</i> , also provide COVID-19 vaccination verification.
10.	<input type="checkbox"/>	Discuss afternoon plans before parting ways.
11.	<input type="checkbox"/>	After <i>New Employee Welcome</i> : <ul style="list-style-type: none">• escort employee to SURC Information Center for connection card• escort employee to Lock Shop to pick up keys <i>at time you scheduled</i> (requires signed Key Card & some form of new employee's ID)• assist employee with purchasing parking permit for future (beyond first day of work), or direct them to Parking Systems staff for assistance - (509) 963-2667.
12.	<input type="checkbox"/>	Take the time to show employee emergency exits in their office building.
Weeks Following Employee's First Day		
13.	<input type="checkbox"/>	Touch base with employee as needed and offer ongoing support and assistance. Remember the Wildcat Way!

See page 2 below for detailed directions on assisting new employee with first day parking permit.

Need a new checklist? Visit the **New Employee Ambassador Program website:**

https://www.cwu.edu/about/offices/human-resources/_documents/new-employee-ambassador-program.php

NEW EMPLOYEE PARKING PERMIT – 1st DAY OF WORK

Ambassador, please read the instructions below to ensure your new employee has a pleasant parking experience on their first day of work. **Allow extra time** on employee's start date for this.

Prior to Employee's Start Date

Step 1:

- Email parking@cwu.edu to request parking code for new employee's first day of work.
Include in the email:
 - your name
 - employee's name
 - employee's department
 - employee's start date
- Code will be used to assist employee in securing complimentary parking permit *for their first day of work only*. **Permit valid on day it is "purchased" only** and expires at 11:59pm same day.
- With complimentary permit, parking allowed in CWU **General Lots** (not Staff lots).

Step 2:

- Familiarize yourself with locations of **General Lots** on campus by accessing [CWU's interactive map](#) >> type *general parking lot* in **Search box**.
 - **Parking in any lot that does not say **General Lot** on its signage will likely result in a parking ticket for your new employee.**

On Employee's Start Date

Step 3:

- Meet employee on first day of work at [parking permit kiosk](#) in one of the following lots:

- | | |
|--|--|
| <ul style="list-style-type: none">○ D-5 (corner of University Way and Wildcat Way)○ Q-14 (Nicholson Pavilion)○ I-15 (SURC)○ G-16 (9th Ave, opposite side of Starbucks). | <p>All 4 of these are
General Lots.</p> |
|--|--|

- Assist employee at kiosk to enter:
 - letters/numbers of their vehicle license plate (no spaces or dashes)
 - code you obtained from Parking.

Code is good for one use only. If vehicle license plate is entered incorrectly and parking code is used, employee will have to pay \$6.00 to purchase new daily permit with correct plate.

Step 4:

- Lead employee to park in **General Lot**. *Recommend lot D-5 (closest to HR).*

Additional Details:

- Permit **not** valid in timed or reserved spots or ADA spots *unless* driver has current ADA placard hanging from rearview mirror or ADA plates.
- **Direct parking questions** to Parking Services, 509-963-2667, during regular business hours.

Parking Services

1211 N Wildcat Way • Ellensburg WA 98926-7527 • Office: 509-963-2667 • Fax: 509-963-2750
University Police and Public Safety • Email: parking@cwu.edu • Web: cwu.edu/parking
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU
This is an electronic communication from Central Washington University.