

# New Employee Ambassador Checklist



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

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

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

# NEW EMPLOYEE PARKING PERMIT – 1<sup>st</sup> 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](mailto: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"><li><b>D-5</b> (corner of University Way and Wildcat Way)</li><li><b>Q-14</b> (Nicholson Pavilion)</li><li><b>I-15</b> (SURC)</li><li><b>G-16</b> (9th Ave, opposite side of Starbucks).</li></ul> | <b>All 4 of these are<br/><i>General Lots</i>.</b> |
|--|--|

- 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](mailto:parking@cwu.edu) • Web: [cwu.edu/parking](http://cwu.edu/parking)  
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: [DS@CWU.EDU](mailto:DS@CWU.EDU)  
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