

New Employee Ambassador Checklist - University Centers

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

Prior to 1st Day of Work		
1.	<input type="checkbox"/>	Contact new 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. Assist with questions about directions, building location, and parking. Do you need to acquire a temporary parking pass for them?• Tell them you'll be wearing a New Employee Ambassador lanyard around your neck.
2.	<input type="checkbox"/>	Will new employee have a key to their building/office? If so, do you need to do anything ahead of time so they will be able to obtain their key(s) upon arrival on their 1 st day of work?
On the Employee's 1st Day of Work		
3.	<input type="checkbox"/>	Greet new employee <i>at arranged location</i> at 8am. Remember to wear the New Employee Ambassador lanyard around your neck.
4.	<input type="checkbox"/>	Help new employee get comfortable, locate restroom, grab a coffee, etc.
5.	<input type="checkbox"/>	Assist them with logging into the <i>New Employee Welcome</i> session via zoom between 8:15 and 8:30am . Session runs from 8:30-11:45am (or until 11:15 for employees not eligible for a union).
6.	<input type="checkbox"/>	After <i>New Employee Welcome</i> : <ul style="list-style-type: none">• assist employee with completing I-9 verification. Each campus center has a trained I-9 Agent. If you are unsure of who that is for your campus center, you may need to give them a call.<ul style="list-style-type: none">○ CWU – Des Moines: https://www.cwu.edu/about/campus-locations/des-moines/○ CWU – Lynnwood: https://www.cwu.edu/about/campus-locations/lynnwood/○ CWU – Moses Lake: https://www.cwu.edu/about/campus-locations/moses-lake/○ CWU – Pierce County: https://www.cwu.edu/about/campus-locations/pierce-county/○ CWU – Sammamish: https://www.cwu.edu/about/campus-locations/sammamish/○ CWU – Wenatchee: https://www.cwu.edu/about/campus-locations/wenatchee/○ CWU – Yakima: https://www.cwu.edu/about/campus-locations/yakima/• assist employee with obtaining their connection card• assist employee with anything more needed for parking at their respective center• assist employee with obtaining key(s), if applicable.
7.	<input type="checkbox"/>	Take the time to show employee the emergency exits in their office building.
Weeks Following Employee's First Day		
8.	<input type="checkbox"/>	Touch base with employee as needed and offer ongoing support and assistance. Remember the Wildcat Way!

Need a new checklist? Go to the **New Employee Ambassador Program website** to get one:

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