

New Employee Ambassador Checklist – Ellensburg (Remote)



(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">• Tell them they will receive an email with a link to their New Employee Welcome session, which is available to them via zoom.
2.	<input type="checkbox"/>	Prepare for employee key pick up , <i>if applicable</i> : <ul style="list-style-type: none">• obtain Key Card from their supervisor, complete with appropriate signatures• schedule time to pick up keys, when appropriate
On the Employee's 1st Day of Work		
3.	<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 8:30am-noon (or until 11:35 for employees not eligible for a union).
4.	<input type="checkbox"/>	After <i>New Employee Welcome</i> : <ul style="list-style-type: none">• direct employee to call Human Resources at (509) 963-1202 for assistance completing I-9 verification.• assist employee with obtaining their connection card, <i>if applicable</i>• assist employee with any parking questions, <i>if applicable</i>• assist employee with obtaining key(s), <i>if applicable</i>
5.	<input type="checkbox"/>	Take the time to show employee the emergency exits in their office building, <i>if applicable</i> .
Weeks Following Employee's First Day		
6.	<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>