

New Employee Ambassador Checklist - University Centers



Prior to 1st Day of Work		
1.	<input type="checkbox"/>	Contact new employee via personal phone number (obtain from hiring department): <ul style="list-style-type: none"> • Arrange to meet at 8am on their 1st day at CWU. Discuss meeting location. • Tell them you'll be wearing a New Employee Ambassador lanyard around your neck. • Discuss with new employee where to park on their first day. If you are not sure, ask your new hire's supervisor. Do you need to acquire a temporary parking pass for them?
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"/>	Meet with new employee in previously arranged location 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> zoom session between 8:15 and 8:30am . Session begins at 8:30am and lasts until noon (or 11:45 for employees not eligible for a union).
6.	<input type="checkbox"/>	After lunch assist new employee with the following: <ul style="list-style-type: none"> • completing part 2 of 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: http://www.cwu.edu/des-moines/ ○ CWU – Lynnwood: http://www.cwu.edu/lynnwood/ ○ CWU – Moses Lake: http://www.cwu.edu/moses-lake/ ○ CWU – Pierce County: http://www.cwu.edu/pierce-county/ ○ CWU – Sammamish: http://www.cwu.edu/sammamish/ ○ CWU – Wenatchee: http://www.cwu.edu/wenatchee/ ○ CWU – Yakima: http://www.cwu.edu/yakima/ • obtaining their connection card • anything more they may need to do for purposes of parking at their respective center • obtaining key(s), if applicable.
7.	<input type="checkbox"/>	Take the time to show them the emergency exits in their office building.
Suggestion During 1st Week of Work		
8.	<input type="checkbox"/>	Contact new employee <i>daily</i> and offer assistance.
Suggestion During Weeks 2-3 of Work		
9.	<input type="checkbox"/>	Contact new employee <i>twice each week</i> and offer assistance.
Suggestion During Weeks 4-5 of Work		
10.	<input type="checkbox"/>	Contact new employee <i>once each week</i> and offer assistance.
Suggestion Throughout Year Term		
11.	<input type="checkbox"/>	Offer <i>ongoing support</i> , as needed.

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

<http://www.cwu.edu/hr/administrative-professional-toolkit/ambassador-program>

