

New Employee Ambassador Checklist (NEW offered via Zoom)

If unforeseen circumstance arises, leave message with HR at (509) 963-1202.



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 in <i>in their department</i> at 8am on their 1st day at CWU · Tell them you'll be wearing a New Employee Ambassador lanyard around your neck.
2.	<input type="checkbox"/>	Get new employee's Key Card from their supervisor, complete with appropriate signature(s), so employee will be able to pick up their key(s) on the 1 st day of work.
On the Employee's 1st Day of Work		
3.	<input type="checkbox"/>	Meet with new employee <i>in their department</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> zoom session between 8:15 and 8:30am . Session begins at 8:30am.
6.	<input type="checkbox"/>	In the afternoon, escort new employee to: <ul style="list-style-type: none"> • Human Resources on 1st floor Mitchell to complete part 2 of I-9 verification (and, <i>if health center employee</i>, then COVID-19 vaccination verification). Do this before 3:00pm. • Get their connection card in Bouillon 104 <p>Before escorting new employee to pick up their key(s):</p> <ul style="list-style-type: none"> • They need to schedule an appointment with the Lock Shop, (http://www.cwu.edu/facility/keyslock-shop-0). At appointment time, take them to the Lock Shop to get key(s). Requires signed Key Card and some form of new employee's ID. <p>No need to escort them to Parking Systems office anymore. Assist them with purchasing electronic parking permit (if they want one):</p> <ul style="list-style-type: none"> • Step 1: They register their vehicle by going to this link: https://cwu.t2hosted.com/cm/aut_ext.aspx, clicking on the Vehicles tab at the top of the page, and then entering their vehicle information. • Step 2: They click on Permits tab, choose <i>Get Permits</i>, and follow online prompts to make their selection. The Parking Systems staff can assist, if necessary (509-963-2667).
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>