

# New Employee Ambassador Checklist

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

<b>Prior to 1<sup>st</sup> Day of Work</b>		
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. Assist with questions about directions, building location, and parking.</li> <li>• <b>Tell them you'll be wearing a New Employee Ambassador lanyard around your neck.</b></li> </ul>
2.	<input type="checkbox"/>	<b>Obtain</b> Key Card from their supervisor, complete with appropriate signatures, and <u>schedule</u> time to pick up keys in the afternoon of their 1st day of work.
<b>On the Employee's 1<sup>st</sup> Day of Work</b>		
3.	<input type="checkbox"/>	<b>Greet</b> employee <i>at arranged location</i> at 8am. <b>Remember to wear the New Employee Ambassador lanyard around your neck.</b>
4.	<input type="checkbox"/>	<b>Escort</b> employee to HR in <b>Mitchell Hall, 1<sup>st</sup> floor</b> , by 8:15am for <i>New Employee Welcome</i> . Discuss afternoon plans. <i>New Employee Welcome</i> begins at 8:30am.
5.	<input type="checkbox"/>	If time allows, <b>direct</b> employee to <b>HR front desk</b> to complete I-9 verification ( <i>if health center employee, also provide COVID-19 vaccination verification</i> ).
6.	<input type="checkbox"/>	After <i>New Employee Welcome</i> : <ul style="list-style-type: none"> <li>• <b>escort</b> employee to <b>Bouillon 104</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 a parking permit, if necessary. The Parking Systems staff can assist as well, if necessary - (509) 963-2667.</li> </ul>
7.	<input type="checkbox"/>	Take the time to show employee the <b>emergency exits</b> in their office building.
<b>Weeks Following Employee's First Day</b>		
8.	<input type="checkbox"/>	Touch base with employee as needed and offer <b>ongoing support</b> and assistance. Remember the <b>Wildcat Way!</b>

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>