

Wheaton

NEW EMPLOYEE'S CHECKLIST

This New Employee Checklist will help you become familiar with the Wheaton community and all the resources that are available. Please review this checklist with your supervisor.

During your first week, you should:

General:

- _____ Attend a benefits orientation with Human Resources. During this benefits orientation you will complete required payroll and tax related forms and obtain information regarding your salary and benefits. You will also receive information about your technology orientation and phone, computer and email services, if appropriate.
- _____ Schedule a campus tour. You may contact the Admission Office at x8251 to schedule a student-lead tour.
- _____ Obtain keys to your office or work location. Consult with your supervisor to determine what offices and/or buildings you will need access to. You may contact the Locksmith's Office at x3880 to arrange a time to pick up keys.
- _____ Visit the New Employee Resources webpage at <http://www.wheatonma.edu/Admin/HumanResources/new/>.
- _____ Review the Vision of Service Standards and Expectations at <http://www.wheatonma.edu/Admin/HumanResources/VisionofService.pdf>
- _____ Learn about the many learning resources, training sessions, and professional development opportunities offered at Wheaton. Please visit the LIS Technology Education Center at <http://www.wheatoncollege.edu/its/edu/> for more information.
- _____ Visit the Wheaton College website at <http://www.wheatoncollege.edu/> to familiarize yourself with Wheaton and our goals and mission.

Departmental:

- _____ Become familiar with your workspace, the location of office supplies and other essentials.
- _____ Meet your co-workers and learn what they do.
- _____ Review department work hours, meal breaks, dress code, timesheets and other logistics with your supervisor.
- _____ Review departmental standards and expectations including protocols for checking email, answering phones and checking voicemail.
- _____ Review departmental procedures for sending and receiving campus and external mail and familiarize yourself with the location of departmental mailboxes and the campus post office.
- _____ Become familiar with the WINDOW and electronic web time entry. You should initiate your electronic timesheet and submit your timesheet to your supervisor every pay period. You may access the WINDOW at <https://webd.wheatonma.edu/>.
- _____ Request and review a copy of your job description with your supervisor, including a discussion of performance standards and expectations.
- _____ Talk with your supervisor about your department's organizational structure, its goal and its mission and your role in achieving that mission.
- _____ Review files and projects left from your predecessor. Ask your supervisor to assist you in prioritizing projects and identifying deadlines.
- _____ Schedule meetings with key contacts - people with whom you will interact regularly.
- _____ Review the college's confidentiality policy (pg. 15, Staff Handbook) and any specific departmental confidentiality guidelines.