

New Employee Orientation Checklist

DEPARTMENT INFORMATION

- Department Organizational Chart & Functions
 - ___ Department Personnel Listing
 - ___ Key Names to Remember
- Attendance Info
 - ___ Time Sheets / Pay Days!
 - ___ Lunch / Breaks
 - ___ Hours of Work / Flextime
 - ___ Annual/Sick Leave
 - ___ Holidays
 - ___ Setting Vacation Schedules
 - ___ Snow Days
- Job Related Info
 - ___ Job Description / Responsibilities
 - ___ Probationary Period
 - ___ Performance Management
- Office Info
 - ___ Office Culture
 - ___ Important Office Procedures
 - ___ Workstation neatness
 - ___ Equipment/Supplies
 - ___ Telephone Procedures / Telephone Directory
 - ___ Use of e-mail / internet / voice mail
 - ___ Dress/Grooming
 - ___ Confidentiality Policy
 - ___ Inter/departmental Relationships
 - ___ Customer Service / Customer Relations
 - ___ Personal Property
 - ___ Food & Beverages
 - ___ Smoking
- Building Info
 - ___ Building / Department Keys & Access
 - ___ Building Security & Use
 - ___ Location of Restrooms
 - ___ Building Tour

UNIVERSITY INFORMATION

- University Policies & Procedures
 - ___ Employee Handbook
 - ___ Policies & Procedures Manual
 - ___ University Rules of Conduct
 - ___ Pay Increases
- Human Resources Contact Person
- Training & Development Opportunities
- Compensation Policies
 - ___ Pay Increases / Pay Schedule
 - ___ Overtime
- Parking & Transportation

Check It Out!

Employee "TO DO" List

- Get BroncoNet ID (Carol Olmstead - OIT 7-5436)
- Get WIN# (WMU Web site - GoWMU - need Bronco ID to access)
- Obtain Parking Permit
- Obtain Employee ID Card (Bernhard Center)
- Complete & Return W-4 Form to Payroll
- On your first day, complete Form I-9 online by visiting www.wmich.edu/hr/form-i-9.html.
- View Benefits Orientation online