



University of Washington New Employee Checklist

File in Employee
Personnel File

Employee _____ School/VP Area _____

Supervisor _____ Department _____

Employee To-Do List

- Find out your Employee Identification Number (EID): _____
- Find out your Employment Program: _____
- Complete Orientation on: _____ and enroll in benefits choices within 31 days of start date.
- Complete New Employee Orientation online by: _____
- Register for Sexual Harassment Prevention class
- Sign up for New Employee Q&A Coffee Hour - optional

Information Covered in Online Orientation * REQUIRED

- | | |
|---|--|
| • UW Organizational Overview | • Equal Opportunity and Disability Services |
| • Getting to the UW (commuting options) | • C&C – Computer, E-mail and Internet usage |
| • Human Resources – HR Organization, Key UW Policies and Procedures | • MyUW – Personalized web page for all UW staff, students, and faculty |
| • Health and Safety at Work | • Staff ID Card – Husky Card |

Information Covered in Online Resources RECOMMENDED

- | <i>Amenities</i> | <i>Professional Development</i> | <i>Additional Information</i> |
|---------------------------------|---------------------------------|-------------------------------|
| • UW CareLink | • Tuition Exemption Program | • University radio |
| • UW Libraries | • Release Time | • University news |
| • UW Bookstore Patronage Refund | • Training and Development | • Recycling |
| • Performing and Visual Arts | • Educational Outreach | • Disaster Resistant UW |
| • Fitness and Sports Facilities | • Computer training | • Ergonomic tips |
| • GET Program | • Women's Center | • UW Events |

Topics to be Covered by Department / Supervisor

Supervisors: Please review and check off items as you address them with your new employee.

- | | |
|--|--|
| <input type="checkbox"/> Clarify terms of employment (employment program/probationary period/salary) | <input type="checkbox"/> Building use and access/security |
| <input type="checkbox"/> Work schedules & breaks/Overtime provisions | <input type="checkbox"/> Departmental Safety Plan |
| <input type="checkbox"/> Time and leave reporting/paydays/direct deposit | <input type="checkbox"/> Equipment use and access |
| <input type="checkbox"/> Types of leave and accrual rates | <input type="checkbox"/> Location of Reference Station |
| <input type="checkbox"/> Requesting time off | <input type="checkbox"/> Telephone use/etiquette/voicemail/directory |
| <input type="checkbox"/> Job duties and performance expectations | <input type="checkbox"/> E-mail account and usage tips |
| <input type="checkbox"/> Performance appraisals | <input type="checkbox"/> Emergency notification information |
| <input type="checkbox"/> Function of department/organizational chart | <input type="checkbox"/> Inclement weather procedures/policies |
| <input type="checkbox"/> Interrelationships with other departments | <input type="checkbox"/> Order University business cards (if applicable) |
| <input type="checkbox"/> Labor contract / dues obligation (if applicable) | |

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Copy to Employee