



## New Employee Department Orientation Checklist

### First Day (if not attending NEO)

- I have completed my New Hire Paperwork with HR
- I have been introduced to my OWL PAL \_\_\_\_\_

### Getting Started

- I attended New Employee Orientation
- I have been introduced to other employees in my department
- I have been provided the Employee Resource Guide
- My NetID and password have been established
- I have my TalonOne card
- My supervisor has my signed confidentiality agreement
- I have reviewed the KSU policies at [policies.kennesaw.edu](http://policies.kennesaw.edu)
- I have reviewed the USG policies at <https://www.usg.edu/hr/policies>
- I have reviewed the Employee Handbooks at [handbooks.kennesaw.edu](http://handbooks.kennesaw.edu)

### Building Facilities

I have had a tour of the building and can locate the following:

- bathrooms
- breakroom / kitchen
- stairs / elevator
- conference rooms
- supply area
- mailboxes / outgoing mail
- copier/fax
- building hours \_\_\_\_\_
- shredder boxes
- recycling bins/trash schedule

### Department Equipment (if applicable)

- I have been assigned a workspace
- I have been assigned a laptop
- I have my telephone. My ext. is \_\_\_\_\_
- I have received instructions for setting up voicemail and receiving messages
- I have received a departmental phone list (if applicable)
- I have set-up my email account
- I have generated my email signature
- My door access keycard is working
- I have located the hotspots in my building (must reset TalonCard every 7 days)

### Parking & Safety

- I have authorized my parking permit
- I know about the Big Owl Bus and TransLoc App
- I know where to park
- I know who my crisis coordinator is
- Fire exits and department emergency plan have been discussed with me
- I have reviewed the Parking website and can access Campus Maps [www.kennesaw.edu/parking/index.php](http://www.kennesaw.edu/parking/index.php)
- I have updated my mobile phone number in OneUSG for RAVE Alerts

### Office Protocols

The following have been discussed with my manager

- Telephone Standards
- Voicemail Standards
- Behavior Standards
- Schedule follow up meetings
- Email
- Dress code
- Scheduling Conference Rooms
- Getting supplies
- Teams protocol (cameras on)
- Understand open records

### Meetings

- My manager has scheduled 1-1 meetings
- I understand when and how often staff meetings are held and have been provided a schedule (if applicable) and understand attendance requirements

### Time & Attendance

The following have been discussed with my manager

- Schedule / Remote options (if applicable)
- Reporting hours / Department hours
- Calling in sick
- Request for vacation
- Breaks / Lunch
- Holidays
- Overtime (if applicable)
- Pay schedule
- I have located the time punch/wall clocks (if applicable)

