

HR New Employee Department Orientation Checklist

Getting Started

- I attended New Employee Orientation
- 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
- I have reviewed the Employee Handbooks at handbooks.kennesaw.edu

Department Equipment

- I have been assigned a workspace
- I have been assigned a laptop
- I have my telephone. My ext. is _____
- 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

TownPoint 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 is open 7:30am-5:30pm

Parking & Safety

- I have authorized my parking permit
- I know about the Big Owl Bus
- I know where to park at TownPoint
- I know who my crisis coordinator is
- Fire exits and department emergency plan have been discussed with me

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 that HR has monthly staff meeting which are mandatory and in-person (limit computers)
- HR staff meetings have been added to my calendar
- I know HR has 30-minute weekly huddles (4:30 on Fridays)

Time & Attendance

The following have been discussed with my manager

- Schedule / Remote options
- Reporting hours / Department hours
- Calling in sick
- Request for vacation
- Breaks / Lunch
- Holidays
- Overtime (if applicable)
- Pay schedule

I have received the following:

- Job description / expectations
- HR Organization Chart
- HR Strategic Plan

First week

- I have completed my Required Training

First 30 days

- I have elected my Benefits & retirement