

WASHINGTON STATE UNIVERSITY EXTENSION NEW EMPLOYEE CHECK LIST

PRIOR TO START DATE

- ✓ Receive letter of offer.
- ✓ Confirm acceptance of offer, start date and work hours.
- ✓ Review schedule and dates for department's one-on-one, unit-specific orientation with new hire and new Employee and Benefits Orientation.
- ✓ Review and complete [payroll paperwork on-line](#)
- ✓ Complete [W-4](#) and [I-9](#) forms
- ✓ Network ID access, AIS access, WSU NetID Information, WSU AD

FIRST DAY

- ✓ Meet Supervisor or appointed person to learn about office setting and meet co-workers
- ✓ Discuss office standards and procedures
- ✓ Tour of department/building, including restrooms, break room, etc
- ✓ Watch the [New Employee Safety Video](#) (approx 18 minutes long) and complete the [Safety Checklist](#)
- ✓ Safety features (fire extinguisher, emergency exits, first aid kit, stairs, etc.)
- ✓ Review [payroll dates](#) and [direct deposit form](#)
- ✓ Review work hour policies (flex time, Comp time, Overtime, Office hours, Lunch and break hours, time documentation, etc)
- ✓ If bargaining unit covered employee secure a copy of contract
- ✓ Complete paperwork for key issuance
- ✓ Secure a [Cougar Card](#) if applicable
- ✓ Secure a Parking Permit if applicable
 - [WSU Pullman](#), [WSU Spokane](#), [WSU Vancouver](#)
- ✓ Review Computer log-in, usage, computer use policies and laws, etc.
- ✓ Secure a Network ID – Computer Accounts; email address

WASHINGTON STATE UNIVERSITY EXTENSION NEW EMPLOYEE CHECK LIST

- ✓ Learn about phone usage, phone card and processes for long-distance calls, on-line phone directories
- ✓ Set up Voicemail

FIRST WEEK

- ✓ Review overview of all pertinent procedures
 - [WSU Extension Organizational chart](#)
 - [Reporting relationships](#)
- ✓ Review [Extension Overview](#)
- ✓ Review links to the Business Policies and Procedures Manual ([BPPM](#)), the Executive Policy Manual ([EP](#)), and the Safety Policies and Procedures Manual ([SPPM](#)). As a WSU Extension employee, you are responsible to adhere to all the policies/procedures of WSU.
 - [Discrimination and Sexual Harassment policy](#) – [Executive Policy #15](#)
 - Take the [on-line Sexual Harassment training](#)
 - [How to file a Sexual Harassment claim](#)
 - [Workplace Violence policy](#) – [BPPM 50.30.1](#)
 - [Drug and Alcohol policy](#) – [Executive Policy #20](#)
 - Use of University Resources
 - [Universal Property](#) – [BPPM 20.35](#)
 - [Personal use of University Property](#) – [BPPM 20.37](#)
 - [Electronic Use policy](#) (computer resources) – [Executive Policy #4](#)
 - Take the [State Ethics Law on-line training](#)
 - [Accident Prevention Responsibility](#) – [SPPM 20.10](#)
 - [Employee Assistance Program \(EAP\) Web site](#) – [BPPM 60.86](#): 509-335-1744
 - [Ombudsman Office](#): 509-335-1195
 - [Center for Human Rights Web site](#)

WASHINGTON STATE UNIVERSITY EXTENSION NEW EMPLOYEE CHECK LIST

- ✓ Learn about interoffice communications procedures (internal routing/information systems, incoming and outgoing mail, memo routing, informing staff of schedule, etc)
- ✓ Review support staff responsibilities and procedures for getting work completed (preparing documents, filing, etc)
- ✓ Review departmental expectations/standards as appropriate (appropriate dress)
- ✓ Learn about office procedures regarding equipment, supplies and materials
 - Office and audio visual equipment, manuals and operation
 - Location of stored materials/supplies
 - Main office telephone system and fax procedures, usage and etiquette (how to answer phone and take messages)
- ✓ Learn about accessing office supplies and your work environment
- ✓ Review your Position Description
- ✓ Review Performance Expectations (*required for civil service and bargaining unit covered employees*)
- ✓ Review your project assignments as appropriate
- ✓ Review leave reporting and processing procedures
- ✓ Review annual leave and sick time accrual
- ✓ Discuss process for requesting time off with your direct supervisor
- ✓ Discuss holiday scheduling and personal holiday with your direct supervisor
- ✓ Describe probationary or trial service (applicable to civil service and bargaining unit covered staff)
 - Contract information for Bargaining Unit covered employees
 - Discuss with supervisor performance review process
- ✓ Discuss educational/training opportunities including release time and tuition fee waiver/reimbursement

FIRST MONTH

- ✓ Make sure required [Benefit forms](#) are completed and submitted to HRS within the first month of employment

WASHINGTON STATE UNIVERSITY EXTENSION NEW EMPLOYEE CHECK LIST

- ✓ Review [Extension Policies and Procedures](#)
- ✓ Access any required training for entry level supervisors, chairs and directors, payroll procedures, Business Objects, AIS, Travel, Purchasing, Personnel, Van Driver, etc
- ✓ Attend [New Employee and Benefits Orientation](#)
- ✓ If significant work place concerns arise contact your direct supervisor or district director
- ✓ Discuss with your supervisor, State Program Leader, and co-workers your specific job description
- ✓ List your major duties and/or responsibilities
- ✓ List areas of joint responsibility with other staff members
- ✓ Identify required reporting
- ✓ Identify lines of accountability and evaluation
- ✓ Discuss how you will be evaluated on the duties and responsibilities identified
- ✓ Meet with your direct supervisor periodically to review progress, assess training needs, and receive feedback and questions. This may be in person or via technology.
- ✓ Review orientation materials, note questions you have and arrange to call/meet with appropriate people to get the answers
- ✓ Review program area's previous year's reports
- ✓ Read co-worker's WORQS reports and identify areas where collaboration with your program area maybe productive
- ✓ Discuss "Professional Development Plan" – set goals and plan for needed in-service training and professional development during your first and second years
- ✓ Review Professional Development Materials:
 - Statewide in-service opportunities
 - Information regarding graduate school and fee waivers, scholarship opportunities (as appropriate)
 - Review [HRS On-line Training](#) courses and other Professional Development opportunities
- ✓ Block dates on calendar for major county, regional, and state events in which you will be involved
- ✓ Review available office software programs

WASHINGTON STATE UNIVERSITY EXTENSION NEW EMPLOYEE CHECK LIST

- ✓ Learn about your office filing system
- ✓ Review your program area's existing mailing list
- ✓ Visit with key leaders, volunteers, other professionals to learn more about the community and program
- ✓ Review program area's advisory committee minutes and rosters
- ✓ Arrange to participate in shadowing of peers and subject matter specialists
- ✓ Discuss potential mentor relationships with your direct supervisor
- ✓ Acquaint yourself with the geographic characteristics, social characteristics, economic characteristics of the county, district or region that you serve, as necessary for your job

FIRST QUARTER

- ✓ Meet with supervisor periodically to review progress, assess training needs, receive feedback and ask questions. This may be in person or via technology.
- ✓ Review Behavior Matrix, Strategic Framework, [Core Competencies](#) as applicable
- ✓ Schedule development/skill enhancement training
- ✓ If significant work place concerns arise contact your direct supervisor or district director

FIRST SIX MONTHS

- ✓ Meet with your direct supervisor periodically to review progress, assess training needs, and receive feedback and questions. This may be in person or via technology.
- ✓ Discuss Performance Evaluation procedures with direct supervisor
- ✓ If significant work place concerns arise contact your direct supervisor or district director

FIRST YEAR

- ✓ Prepare required reports as outlined by direct supervisor
- ✓ Review position description and performance expectations with direct supervisor and revise position description if necessary
- ✓ Meet and discuss Annual Performance Evaluation; provide copy of current position description and performance expectations

WASHINGTON STATE UNIVERSITY EXTENSION NEW EMPLOYEE CHECK LIST

- ✓ Discuss Professional Development and training opportunities

Employee Name: _____

Date of Hire: _____

Title: _____

Probationary or Trail Service End Date (applicable to civil service employees): _____