

AUCA New Hires Orientation: Manager/Employee Checklist

Employee Name: _____ Department: _____

Tasks to be completed:

Task	Completed
Welcome to Department by Director/Dean/Chair	<input type="checkbox"/>
Introductions & Tour of Department	<input type="checkbox"/>
List of Key Contacts provided	<input type="checkbox"/>
Job description and duties reviewed with new employee	<input type="checkbox"/>
Work space, computer, and phone identified & explained	<input type="checkbox"/>
ID card: explained & applied	<input type="checkbox"/>
Office organization and resources explained (e.g. files, manuals, office supplies, etc.)	<input type="checkbox"/>
Access to AUCA systems provided and training scheduled (e.g. Network account, E-mail account, Moodle, Online Registration, etc.)	<input type="checkbox"/>
Academic Calendar provided	<input type="checkbox"/>
Faculty: schedule of courses reviewed	<input type="checkbox"/>

Signatures:

Manager _____ Employee: _____

Date: _____

Manager: please provide this document in HR office after orientation.