

New Employee Ambassador Checklist



(Checklist assumes employee is beginning work on 1st day of pay period.)

Prior to 1st Day of Work		
1.	<input type="checkbox"/>	Contact employee to introduce yourself (hiring department has contact information): <ul style="list-style-type: none"> • Arrange a meeting location for their 1st day: <ul style="list-style-type: none"> ○ <i>If the employee is driving and would like a complimentary parking pass, plan to meet at the Parking Kiosk in Lot D-5 (or one of the other <i>General parking lots: Q-14, I-15, G-16, N-19</i>) at 8am.</i> • Assist with questions about directions, building location, and parking.
2.	<input type="checkbox"/>	Obtain Key Card from employee's supervisor, complete with appropriate signatures.
3.	<input type="checkbox"/>	<u>Schedule</u> time to pick up keys in the afternoon of their 1st day of work.
On the Employee's 1st Day of Work		
4.	<input type="checkbox"/>	Meet employee at location agreed upon at 8am. <i>If applicable, assist employee at General parking lot kiosk to enter their license plate information and parking code.</i>
5.	<input type="checkbox"/>	Escort employee to HR in Mitchell Hall, 1st floor , by 8:15am.
6.	<input type="checkbox"/>	Direct employee to HR front desk to grab their <i>Welcome packet</i> and <i>complete I-9 verification</i> (if time allows). <i>If health center employee, also provide COVID-19 vaccination verification.</i>
7.	<input type="checkbox"/>	Encourage employee to visit with Parking staff to learn about parking options moving forward.
8.	<input type="checkbox"/>	Discuss afternoon plans before parting ways with employee.
9.	<input type="checkbox"/>	After <i>New Employee Welcome</i> : <ul style="list-style-type: none"> • assist employee with obtaining Connection Card (now a 2-step process): <ul style="list-style-type: none"> ○ upload photo ID following directions on <u>Connection Card website</u> ○ pick up connection card at SURC Information Center once employee receives email that connection card is ready for pick up • escort employee to Lock Shop to pick up keys <i>at time you scheduled</i> (requires signed Key Card & some form of new employee's ID)
10.	<input type="checkbox"/>	Take the time to show employee locations of emergency exits, safety or first aid kits , and AED's in their office building.
After Employee's First Day		
11.	<input type="checkbox"/>	<i>On employee's 2nd day of work, assist employee at General parking lot kiosk to enter license plate information and parking code.</i>
12.	<input type="checkbox"/>	<i>Also on employee's 2nd day of work, employee may purchase longer-term parking permit for future through MyParking in MyCWU; direct them to Parking Systems staff for assistance if needed, (509) 963-2667.</i>
13.	<input type="checkbox"/>	Touch base with employee as needed and offer ongoing support and assistance. Wildcat Way!

Need a new checklist? Visit the **New Employee Ambassador Program website:**

<https://www.cwu.edu/about/offices/human-resources/central-learning-academy/new-employee-ambassador-program.php>