

New Employee Ambassador Checklist - University Centers



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

Prior to 1st Day of Work		
1.	<input type="checkbox"/>	Contact new employee to introduce yourself (hiring department has contact information): <ul style="list-style-type: none"> • Arrange where to meet at 8am on their 1st day of work. Assist with questions about directions, building location, and parking. Do you need to acquire a temporary parking pass for them?
2.	<input type="checkbox"/>	Will new employee have a key to their building/office? If so, do you need to do anything ahead of time so they will be able to obtain their key(s) upon arrival on their 1 st day of work?
On the Employee's 1st Day of Work		
3.	<input type="checkbox"/>	Greet new employee <i>at arranged location</i> at 8am.
4.	<input type="checkbox"/>	Help new employee get comfortable, locate restroom, grab a coffee, etc.
5.	<input type="checkbox"/>	Assist them with logging into the <i>New Employee Welcome</i> session via zoom between 8:15 and 8:30am . Session runs from 8:30am-noon (or until 11:30 for employees not eligible for a union).
6.	<input type="checkbox"/>	After <i>New Employee Welcome</i> : <ul style="list-style-type: none"> • assist employee with completing I-9 verification. Each campus center has a trained I-9 Agent. If you are unsure of who that is for your campus center, you may need to give them a call. <ul style="list-style-type: none"> ○ CWU – Des Moines: https://www.cwu.edu/about/campus-locations/des-moines/ ○ CWU – Lynnwood: https://www.cwu.edu/about/campus-locations/lynnwood/ ○ CWU – Moses Lake: https://www.cwu.edu/about/campus-locations/moses-lake/ ○ CWU – Pierce County: https://www.cwu.edu/about/campus-locations/pierce-county/ ○ CWU – Sammamish: https://www.cwu.edu/about/campus-locations/sammamish/ ○ CWU – Wenatchee: https://www.cwu.edu/about/campus-locations/wenatchee/ ○ CWU – Yakima: https://www.cwu.edu/about/campus-locations/yakima/ • assist employee with obtaining their connection card. See Connection Card website • assist employee with anything more needed for parking at their respective center • assist employee with obtaining key(s), if applicable
7.	<input type="checkbox"/>	Take the time to show employee the location of emergency exits, safety or first aid kits, and AED's in their office building.
Weeks Following Employee's First Day		
8.	<input type="checkbox"/>	Touch base with employee as needed and offer ongoing support and assistance. Remember the 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>