

# New Employee Ambassador Checklist – Ellensburg (Remote)



**(Checklist assumes employee is beginning work on 1<sup>st</sup> day of pay period.)**

<b>Prior to 1<sup>st</sup> Day of Work</b>		
1.	<input type="checkbox"/>	<b>Contact</b> new employee to introduce yourself (hiring department has contact information): <ul style="list-style-type: none"><li>• Tell them they will receive an <b>appointment to their CWU Outlook calendar</b> as well as <b>to the email address they supplied on their job application</b>. The appointments will contain a link to their <b>New Employee Welcome session</b>, which is available to them via zoom.</li></ul>
2.	<input type="checkbox"/>	<b>Prepare</b> for employee <b>key pick up</b> , <i>if applicable</i> : <ul style="list-style-type: none"><li>• <b>obtain</b> Key Card from their supervisor, complete with appropriate signatures</li><li>• <b>schedule</b> time to pick up keys, when appropriate</li></ul>
<b>On the Employee's 1<sup>st</sup> Day of Work</b>		
3.	<input type="checkbox"/>	<b>Assist</b> them with logging into the <i>New Employee Welcome</i> session via zoom <b>between 8:15 and 8:30am</b> . Session runs from 8:30am-noon (or until 11:30 for employees not eligible for a union).
4.	<input type="checkbox"/>	After <i>New Employee Welcome</i> : <ul style="list-style-type: none"><li>• <b>direct</b> employee to call Human Resources at (509) 963-1202 for assistance completing <b>I-9 verification</b>.</li><li>• <b>assist</b> employee with obtaining their <b>connection card</b>, <i>if applicable</i></li><li>• <b>assist</b> employee with any <b>parking</b> questions, <i>if applicable</i></li><li>• <b>assist</b> employee with obtaining <b>key(s)</b>, <i>if applicable</i></li></ul>
5.	<input type="checkbox"/>	Take the time to show employee locations of <b>emergency exits, safety or first aid kits, and AED's</b> in their office building, <i>if applicable</i> .
<b>Weeks Following Employee's First Day</b>		
6.	<input type="checkbox"/>	Touch base with employee as needed and offer <b>ongoing support</b> and assistance. Remember the <b>Wildcat Way!</b>

Need a new checklist? Go to the **New Employee Ambassador Program website** to get one:

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