

DSU Peterbilt & GMC Inc.
New Team Member Checklist

EMPLOYEE INFORMATION			
Name:		Start date:	
Position:		Manager:	
FIRST DAY			
<input type="checkbox"/> Verify that employee has received new employee forms and has completed them or will turn them in by the following day.			
<input type="checkbox"/> Assign "buddy" employee(s) to answer general questions.			
POLICIES			
<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> • Anti-harassment • Vacation and sick • Leaves of absence • Holidays • Time and leave reporting • Overtime • Performance reviews • Dress code 	<ul style="list-style-type: none"> • Personal conduct standards • Progressive disciplinary actions • Security • Confidentiality • Safety • Emergency procedures • Visitors • E-mail and Internet use 	
ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures.	<ul style="list-style-type: none"> • Office/desk/work station • Keys • Mail (incoming and outgoing) • Business cards 	<ul style="list-style-type: none"> • Telephones • Expense reports • Office supplies 	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Restrooms • Emergency exits and supplies 	<ul style="list-style-type: none"> • Parking • Office supplies 	<ul style="list-style-type: none"> • Kitchen • Coffee/vending machines
POSITION INFORMATION			
<input type="checkbox"/> Introductions to team.			
<input type="checkbox"/> Review initial job assignments and training plans.			
<input type="checkbox"/> Review job description and performance expectations and standards.			
<input type="checkbox"/> Review job schedule and hours.			
<input type="checkbox"/> Review payroll timing, time cards (if applicable), and policies and procedures.			
COMPUTERS			
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> • E-mail 	<ul style="list-style-type: none"> • Karmak 	<ul style="list-style-type: none"> • Internet

The above have been completed. _____
Manager Signature Date

Approved _____
Officer Date

A permanent record will be kept of this form in the employee's personnel file. Please return to personnel when completed.