

Welcome! This checklist is provided to assist you during your first weeks as a new staff member at CSU Channel Islands. We encourage you to review the checklist with your supervisor. Keep in mind these are guidelines & your department may have more information as well. Please feel free to ask questions!

YOUR Responsibilities:

- ~~///~~ Complete new-hire sign-in with HR Programs and Review appointment letter & position description.
- ~~///~~ Attend Benefits Orientation – if appropriate
- ~~///~~ Obtain parking permit and/or bus permit
- ~~///~~ Allow for 5-7 business days, then obtain Employee ID card from cashier's window
- ~~///~~ Find out where restrooms, refreshments, and break areas are located and if there is a coffee or water club and if any costs associated with them.
- ~~///~~ Review CSU Channel Island's Mission Statement, Values & Vision located on our web site
- ~~///~~ Review departmental and divisional mission statements
- ~~///~~ Review work area with supervisor (obtain guidelines concerning decoration)
- ~~///~~ Review confidentiality of your work/communications with supervisor
- ~~///~~ Review office resources (directories, dictionaries, style manuals, computer program manuals, staff listing, etc.)
- ~~///~~ Review departments dress/uniform requirements
- ~~///~~ Telephone (acceptable use, standard office greeting and voice mail procedures)
- ~~///~~ Operation of equipment (include policies on use of email, internet, fax, copier, etc.)
- ~~///~~ Review mail procedures (acceptable use of campus mail and procedures)
- ~~///~~ Find out department "Call-in" procedure (for absences that are not pre-approved)
- ~~///~~ Find out how to request vacation
- ~~///~~ Find out when staff meetings are held
- ~~///~~ Obtain & review departmental customer service philosophy
- ~~///~~ Find out how to obtain office supplies
- ~~///~~ Review office safety/security issues with your supervisor
- ~~///~~ Review overtime forms and procedures for obtaining approval

Your DEPARTMENTS Responsibilities (To Request or to Familiarize You):

- ~~///~~ Request necessary keys or Key-codes
- ~~///~~ Request necessary email, CMS, Oracle (PeopleSoft) Access,
- ~~///~~ Introduction to co-workers
- ~~///~~ Locations of nearby departments & review departmental/University organizational charts
- ~~///~~ Employee entrances
- ~~///~~ Bulletin boards and other sources of information
- ~~///~~ Vending machines and break rooms
- ~~///~~ Elevators or Stairs
- ~~///~~ Fire exits
- ~~///~~ Conference area(s)
- ~~///~~ Files
- ~~///~~ Storage
- ~~///~~ Restricted area(s)
- ~~///~~ Recycling
- ~~///~~ Shredding (equipment and disposal of shredded materials)
- ~~///~~ Paycheck Distribution (whether dept. picks up, employee picks up, or self addressed stamped envelope provided to cashiers window by employee or department)