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)