Florida Atlantic University
Checklist For New SP & AMP Employees

This checklist includes important topics for a new employee to keep in mind while transitioning into a new position. This checklist is meant to serve as a guide, but each employee is encouraged to expand upon it to fit their specific needs.

Employee’s Name________________________  Date of Appointment________
Supervisor’s Name_______________________  Department______________

**Before You Start:**
___1) Sign Offer Letter (AMP & SP employees)

___2) Confirm registration for New Employee Orientation

___3) Confirm your schedule for first week

**First Week:**
___1) Attend New Employee Orientation

___2) Obtain keys and familiarize yourself with your workspace

___3) Obtain necessary computer access
   __Banner  __E-Print  __OASIS  __Northwest  __Other

___4) Review Position Description

___5) Discuss Performance Standards for your position

___6) Familiarize yourself with your co-workers

___7) Review FAU Mission Statement

___8) Discuss departmental goals/objectives

___9) Review FAU Policies & Regulations

___10) Discuss training opportunities with your supervisor

___11) Inquire about procedures surrounding specific responsibilities
      __Budget  __Timekeeping  __Supervisory/Hiring
      __Travel  __Golf Cart Operation  __Other

___12) Review Environmental Health & Safety webpage for Emergency Information