

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](#)