

New Employee Onboarding

Buddy Checklist

**Show the new employee:**

 Where the bathroom is

 Where to eat lunch. Do you eat at your desk? Is there a break room or kitchen?

 Where the mailroom/printer/copier/fax, etc. are

 Where to park

 How to get around the building/campus

**Tell the new employee:**

 Who to contact for IT support

 How to get office supplies

 Who to contact to get building access

 About any departmental specific traditions (e.g. Wear Red Fridays, Birthday lunches, Taco Tuesday, etc.)

 What the dress code is. Does your department have Casual Fridays? How casual is Casual Friday?

 About the Raleigh area. Refer them to the Onboarding Center website for resources on things to do, places to live, etc.

 Who to contact to schedule meeting space if needed

 Who to contact to file for reimbursements if needed

**Additional items:**

 Informally introduce the new employee to other coworkers/superiors

 Inform the employee of appropriate email lists, google groups, department calendars, etc.

 Inform the new employee about the online campus directory so they can look up contacts as needed