SUNY Plattsburgh Human Resource Services
New Employee Topics Checklist

The below is a list of suggested items to cover with a new employee during departmental training. Many of these items could be covered by the employee’s supervisor or a co-worker. The person that covers the topic should indicate with their initials.

- Functional Responsibilities
- Introductions and Tour
- Organizational Structure (Chain of Command)
- Training and Professional Development Opportunities
- Office Equipment
- Workplace Attire Recommendations
- Performance Program/Evaluation Process
- Parking
  - Lots/Permits
- Identification Card
  - Cardinal Cash
- Telephone
  - Personal/Business Account (Authorization)
  - How to Use & Appropriate Use Of
- E-mail
  - Address
  - How to Use & Appropriate Use of
  - Official Mode of Communication
- Computer Access, Usage and Passwords
- Plattsburgh Web Sites
- Committees/Clubs/Organizations
- Safety and Health
  - Equipment
  - Chemicals
  - Evacuation
  - Accident Reporting
  - Building Contact info
- Keys (authorization requested by Dept. Head)
- Time & Attendance
  - Meals/Breaks
    - Dining services
    - Vending Machines
    - Refrigerator/microwave
    - Smoking
    - Restrooms
  - Completing Time Sheet/Leave Record
  - Flex Time/VRWS
- Bulletin Boards
  - Job Postings
  - Test Announcements