

NEW EMPLOYEE ONBOARDING BRAVES BUDDY CHECKLIST



Show the new employee:

- Location of restroom facilities.
- Where to eat lunch, location of break room or kitchen.
- Location of mailroom/printer/copier/fax, etc.
- Location of parking.
- How to get around the building and campus.

Tell the new employee:

- Who to contact for IT support.
- How to get office supplies.
- About any department-specific traditions (Black & Gold Fridays, Birthday lunches, etc.) About the dress code. Does your department have casual Fridays and how casual is it?
- About Robeson County and the local area. (Refer them to the Onboarding & Orientation section of the HR website for additional resources.)
- How to schedule meeting spaces.
- How to file reimbursements, mileage and additional forms that may be necessary.

Additional items:

- Informally introduce the new employee to other coworkers and leadership.
- Inform the employee of appropriate listservs, distribution lists, department calendars, etc.
- Inform the employee about online campus directory so they can look up contacts as needed.
- Provide telephone tutorial. (Refer to [telephone instructions](#))