

Checklist for Employee Buddy / Mentor

Employee Name:		Start Date:	
Today's Date:		Position:	
First Day in Department			
Meet & Greet	Provide tour of building, department, etc	Discuss dress code	Schedule a lunch
Review questions from NEO Training	Break room, Restrooms, Soda / Snack Machines, Coffee, Microwaves, Refrigerators	Introduce to others in building / general work area	Supplies – location & how to request.
Office equipment	Provide list of acronyms used in department & at UK http://www.uky.edu/HR/newemployee/ukacronyms.html		
First 30 Days			
Email:	Tips & Tricks	Department Protocols	Closing Signature
	Out of Office Assistant	Outlook Calendar	Checking Out of the Office
UK Communications:	Email	Internet	UK News
	Listserv	The Kernel	
Contact Information:	Help Desk	Tech Support – Password Reset	Benefits
	Training		
Telephone:	Department protocols	Coverage	Long distance codes
	Voicemail	Tips & Tricks	
Safety:	First aid kit	Fire alarm & evacuation plan / meeting location	Safety tips & training
	UK Alert		
PC Information:	Security	Password resets	Access Files from home
	Shared drive – department files		
General:	Dining locations near office	Staff meetings	Scheduling – Room Reservations
	Employee Discounts	Department or University events, groups, activities	

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Employee Self Service:	Benefits Information	Paystub / Personal Info	Training Center – My Bookings
UK Internet Site:	Assist with setting up profile in phone directory	Link Blue	Account Manager
	Exchange	MyUK	Wireless Network Access
	Sharepoint	Software Downloads	
First 60 Days			
Schedule mini meetings			
First 90 Days			
Additional Goals & Training			

Employee Signature:

The above items have been reviewed with me.

Date:

Buddy / Mentor Signature

I have reviewed the above items with employee.

Date:
