

### Laboratory New Employee Checklist

<b>Name</b>		<b>Section</b>	
-------------	--	----------------	--

Subject/Task	Completed	Date
<b>Policy and Procedure Review:</b>		
Laboratory Administrative Policies and Procedures		
Laboratory Policy on Ethics and Conduct		
Laboratory Policy for an Alcohol and Drug Free Workplace		
Laboratory Policy on the Use of Social Media		
Section Safety Orientation		
ASCLD/LAB Guiding Principles (Cornerstone)		
New Employee training in Cornerstone		
<b>Laboratory Building Access:</b>		
Badge		
Keys		
DNA Sample for Employee Database		
<b>Administrative (For Personnel File):</b>		
Emergency Contact information, Current Address, and Contact Numbers		
Employee Pledge (Located in the Laboratory Policy on Ethics and Conduct)		
NC Driver's License		
Copy of Signed Job Description		
Copy of Degree(s), Transcripts, and/or Certifications		
Allergies/Secondary Employment		

Personnel Tasks To Be Completed:		
Update Job Description and ADA Checklist in People Admin.		
Create Performance Review Goals in NC VIP (Must be completed within 60 days of start date)		
Schedule quarterly performance reviews for probationary period.		
Work Hours		

Employee	
Supervisor	