

 **eLEET: Electronic Laboratory Employee Enrichment Toolkit**

**Self-Study Checklist**

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| **Employee Information** |
| Name:       | Mentor:       |
| Position:       | Manager:       |
| **Review Orientation Packet** |
| [ ]  Read packet materials.[ ]  Write down questions about orientation packet and save for check-in with mentor and/or supervisor. |
| **Review Policies** |
| [ ]  Read and sign off on key policies referenced in the orientation packet. |
| **Review Procedures** |
| [ ]  Read and sign off on administrative and laboratory procedures reference in the orientation packet. |
| **Review Facilities and Org Chart** |
| [ ]  Familiarize yourself with the building layout.[ ]  Test security badge access to building and laboratory/office where you will be working.[ ]  Learn names and positions on the organizational chart. |
| **Review Position Information** |
| [ ]  Review initial job assignments and training plans.[ ]  Review job description and performance expectations and standards.[ ]  Review job schedule and hours and update your personal and work calendars.[ ]  Write down questions about your position and job assignments and save for check-in with mentor and/or supervisor. |
| **Try Out Computer and Software** |
| [ ]  Test username and passwords on your:* E-mail
* Phone
* Databases
* Shared drives
* LIMS
* Network
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