

**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 | |