

First Day: New Lab Member Checklist

Welcome, _____ !

We are excited to see you joining our lab as a _____ !

This checklist will help facilitate a smooth transition into your new role. **Our lab is responsible for providing you with this information.** Please make sure that all these items and resources have been provided or explained to you by the end of the first week, _____.

Things you should receive

- ☐ Clean desk with an external monitor, a drawer with lock and 2 keys
- ☐ Notebook, sticky notes, pens
- ☐ Map of campus
- ☐ Branded lanyard for ID
- ☐ Branded water bottle

How to get access to:

- ☐ Printer
- ☐ Wireless network
- ☐ Campus VPN
- ☐ Shared backup server
- ☐ Shared kitchen and coffee/tea station
- ☐ Essential software licenses (MS Office, Zotero, MATLAB, Solidworks, *etc.*)
- ☐ @*university.edu* email address
- ☐ Access to the building/core facilities
- ☐ Campus permit parking/public transportation

Hiring information

- ☐ Your first paycheck date is: _____
- ☐ Payroll services/information can be found _____
- ☐ Your health insurance starts on: _____
- ☐ Attachment:
 - List of steps to take before being hired
 - International scholar/student: step-by-step guide before signing contract
- ☐ List of required forms:
 - Intellectual property/patent
 - Benefits enrollment
 - Harassment training
 - Responsible sciencing
 - Lab safety training
 - Animal training

General lab information

- ☐ Your reception party will be on _____
- ☐ Name and email of the lab manager is _____
- ☐ Your lab space & lab safety orientation date is _____ and will be provided by _____
- ☐ Your first one-on-one meeting with the PI is on _____
- ☐ Lab meetings are on _____ in room _____ and journal club is on _____ in room _____
- ☐ If you are comfortable with that, we'd like to take your picture for the website on _____
- ☐ Work hours are flexible, but we prefer you'd be in the lab or at least accessible *via* email between 11am and 5pm Monday-Friday. Expected email response time is 24 hrs
- ☐ Lab duties and the ones in charge of it are as follows:
 - Maintaining optical systems
 - Maintaining chemistry inventory, safety checks
- ☐ Purchasing is done through our lab manager, email the following information to purchase reagents or lab equipment:
 - Name and catalog number of product
 - Size, weight, volume of product, quantity
 - Which grant is the item billed to
 - Brief description of which project the item is used for
- ☐ Regular seminars/gatherings we go to:
 - Biology department tea time: Tue, noon (coffee/tea/cookies)
 - Neuro-Lunch seminar: Every second Tue, 11:30 (lunch)
 - Bio-Lunch seminar: Every Wed, 12pm (lunch)
- ☐ Subscribe to mailing lists: ____, ____, and ____ (contact ____@university.edu to subscribe)

Building information

- ☐ Main building name is _____, lab location is _____
- ☐ Hours of operation of the main research building: _____
- ☐ If you get locked out before getting access card, contact: _____
- ☐ In case of an emergency contact _____
- ☐ In case of issues with the building/common areas (need more paper towels in the kitchen, bathroom is gross *etc*) contact _____
- ☐ If you want to book a private conference room, contact _____ or visit _____

Travel and conferences

- ☐ We encourage membership in professional organization and will sponsor up to ____ membership(s) and annual conference(s) trips
 - You can use lab credit card to bill all such expenses
 - You have to pay yourself but will be reimbursed within ____ weeks/months
- ☐ Travel should be arranged at least _____ before the event

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Updated: March 2022