



NEW EMPLOYEE CHECKLIST

NAME.	DEPARTMENT:
EMPLOYEE ID.	SUPERVISOR:
HIRE DATE:	

		SUPERVISOR - TRAINER	DATE COMPLETED
HUMAN RESOURCES	Create personnel file – include signed offer letter		
	Process appointment form in workflow		
	Verify identification and complete I-9		
	Complete credential check if required		
	Complete criminal background check if required		
	Assist in issue of University ID – photo		
	Introduce to employee self service site		
	Complete automatic deposit information on self service		
	Update address on self service including Hawk Alert		
TRAINING	Sexual Harassment Awareness Training		
	FERPA Training		
	Ethics Training &		
	Cash Handling & e-deposits if applicable		
	Sign up for specific sessions & series as appropriate: <i>(Business Process Series, HR Fundamentals, Supervisory Series)</i>		
MISCELLANEOUS	Tour facilities, space and introduce to others		
	Add to departmental directory, listserv & mailbox		
	IT – set up computer terminal/work station		
	IT - Issue access as appropriate		
	Issue office, building keys or passes		
	Provide departmental guidelines and procedures		
	Explain departmental vacation and sick leave policies		
	Introduce to Departmental and CLAS website		

Place completed form in employee’s personnel file.