



You have a new employee starting soon!

Here are a few ways to prepare for your new team member's first day:

1. Follow the step-by-step onboarding instructions for important documents. This can be found [here](#).
2. **BE SURE TO BE PRESENT FOR YOUR NEW TEAM MEMBER'S FIRST DAY!** Notify other employees in the department of the new team member!
3. **Organize and prepare the workspace before the employee arrives:**
 - Prepare workspace, provide basic office/desk supplies
 - Order name plate for desk or door, business cards, and magnetic Warrior name tag
 - Order keys/Salto to cabinets, office, and/or building
4. **Be sure they have computer access and arrange for the set-up, installation, and configuration of:**
 - Phone/extension/voicemail
 - Computer/printer/scanner/copier
5. **Send the employee an email welcoming them and attaching their job description.**
 - [Classified Job Description Template](#)
 - [Professional Job Description Template](#)
 - [Sample email to new employee](#)
6. **Put together a schedule of the new employee's first day.** As much as you want to just jump in and train all the aspects of their job, give them the first day to get to know the campus, key employees they will work with, where to put their lunch, where the bathrooms are, etc. Here are some ideas:
 - Start the first day with a staff meeting to introduce other employees in the department
 - Provide a campus tour and introduce your new team member to key personnel they will be frequently working with:
 - Relevant Vice President's Office
 - Purchasing
 - Human Resources
 - Controller's Office
 - Payroll
 - Budget Office
 - IT Help Desk

- Mailroom
- Make sure the new employee's keys and Salto are working for each building/office they will need access to
- Help the new employee login to their Umbraco account to create their employee profile
- Help the new employee order a parking permit if they are going to need one. Make sure they have a temporary pass for their first day so they do not receive a ticket. Contact Public Safety to obtain this.
- Bring the new employee into the Human Resources office to verify their identification on their I9 (if they haven't already) and receive their new employee information packet!
- [Here is an example!](#)

7. Prepare a Training Plan for the new employee:

- Prioritize tasks for them to do over their first week or two
- Identify what training is needed and provide a schedule and timeline for completion
- Provide reference materials such as important websites, Policy & Procedure manuals, or links to important LC State specific training materials found here:
<https://www.youtube.com/@humanresources3434>

8. If moving expenses were offered to the new employee, please review the moving expense policy so we are not offering over the allowed reimbursement amount. If you have any questions regarding moving expenses, please contact the Budget Office.