



It's your new employee's first day!

So, it's your new employee's first day? Now what?

1. Make sure the new employee knows where to park, where the office is, and who will be meeting them to start their day.
2. Make sure all onboarding paperwork is complete (Personnel Action Form, New Hire Paperwork via Right Signature, etc.). If the employee has not turned in their I9 identification to Human Resources before their first day of employment, they will not receive an email or LC State system access until they do so.
3. Human Resources will send a welcome email to the new employees, please encourage them to RSVP to their benefits orientation as well as their New Warrior Experience.
4. Make sure the employee received and signed their Employment Contract (for Professional Staff and Faculty) If there are any questions regarding the Employment Contract, please visit the Budget Office.
5. Follow the schedule you have put together for their first day. Don't forget to give the new team member a copy of the schedule. An example of this was provided previously.
6. Show employee where to view their time sheet, pay dates, holiday schedule, LC State policies and procedures, etc.
7. Review Organizational Chart with employee.
8. Make sure the employee completes their Vector mandatory training within the first 30 days.
9. Begin reviewing job description, performance standards and expectations.