



New Employee Orientation Checklist

Note: This checklist contains items that may or may not apply to each employee.

First Work Day:

Report to Human Resources to fill out employment paperwork.

- Sign your employment contract
- Complete W-4 form
- Review pay periods; complete Direct Deposit Form

Review and sign up for benefits immediately:

- medical insurance
- dental insurance
- vision insurance
- AFLAC
- flexible spending account
- group life insurance

Review the employee manual. Complete the Employee Manual Acknowledgment and Receipt Form.

Review academic calendar

Obtain employee phone roster

Obtain parking permit

Obtain employee ID badge

Obtain a campus map

Report to your work assignment

Immediate Supervisor Name: _____
(_____) _____ - _____ (office)
(_____) _____ - _____ (cell) Texting: Yes No
_____@statetechmo.edu

Manager's Name: _____
(_____) _____ - _____ (office)
(_____) _____ - _____ (cell) Texting: Yes No
_____@statetechmo.edu

Coworker's Name: _____
(_____) _____ - _____ (office)
(_____) _____ - _____ (cell) Texting: Yes No
_____@statetechmo.edu

Tour your immediate work location, find restroom, breakroom etc.

Obtain keys: office building storage other

Obtain office supplies, etc.

Get copy machine code and demonstration

Get your office phone number

Obtain your long distance phone code

Obtain instructions for accessing email, voice mail, etc. off site

Get userID and password for computer

Map computer to printers and network drives

Get userID and password for EagleOnline

Complete Employee Equipment Receipt and Financial Responsibility Form

Obtain your job description

Obtain your performance planning and appraisal documents

Review work location expectations:

- work hours
- attire
- parking area
- smoking area
- leave benefits procedures
- time sheet procedures
- overtime/comp time
- inclement weather dismissal procedure

First Work Week:

Obtain a complete, thorough, detailed tour of the campus by either your supervisor or admissions personnel.

Complete Workplace Harassment Training

Complete FERPA Training

Complete CARS Training. Get UserID, Password, and CARS printers set up.

Review mail process, obtain mail room door access code

Set up your voice mail

Soon After Beginning Work:

Review, and sign up for other benefits:

- tax-sheltered investment program 403(b)
- state of Missouri deferred compensation plan 457(b)
- activity center membership
- uniforms

Sign up for State Tech Alerts system

Review out of office procedures for voice mail, email, etc.

Order business cards