

Check List for New Employees

Supervisor

Activity	Complete By	Comments	Completed (X)
Order keys for office	Before new employee's first day	Contact Facilities Management X8100	
Order Name Tag (door and personal)	Before new employee's first day	Contact Facilities Management X8100	
Set up work area and order necessary supplies for new employee	Before new employee's first day		
If needed order cell phone, pager, laptop, or other electronic equipment			
Introduce new employee to department staff	As soon as feasible upon arrival in office		

New Employee

Activity	Complete By	Comments	Completed (X)
Attend Orientation (Non-Exempt) or meet with Benefits (Exempt)	First day		
Complete new employee paperwork	First day		
For Non-Exempt – meet mentor and get tour of ISU campus	First day		
Go to Public Safety and get ID and parking permit	First day		

Activity	Complete By	Comments	Completed (X)
Obtain computer Usernames/passwords	First day	Go to MY ISU and activate Sycamore Login https://isuportal.indstate.edu/isu/isuPasswordReset.jsp	
If making purchases for department apply for Procard	First Week	http://www.indstate.edu/purchasing/ProCard/Pcard.htm	
Obtain Long Distance code	First Week	Contact x4183 for code information	
Become familiar with department and ISU website	First Week	http://www.indstate.edu/	
Take on-line Sexual Harassment and Preventing Employment Discrimination courses prior to end of first 30 days	Prior to end of first 30 days	http://www.indstate.edu/ao/Antidiscrimination%20training1.htm	
If driving for ISU – University vehicle	Take Defensive Driving Course	Contact Risk Mgmt Office X7946	