Employee Name: _____   **myWSU ID:** _____

Supervisor Name: _____   **Start Date:** _____

BEFORE EMPLOYEE STARTS	
ACTION	**DATE COMPLETED**
Notify department employees of your new hire and their start date.	
Prepare needed office supplies which could conclude: • computer (laptop, keyboard, mouse, mousepad, monitors, docking station) • access to software (Adobe, Visio, department specific programs) • access to share drives (department or team) • Pen, pencil, paper, stapler, paperclips, etc. • Welcome note, gift/goodies • Keys or key fob for their office or department shared spaces	
Ensure workstation is clean and stocked with the supplies you gathered.	
Order business cards, name plate/tag (for office), and/or uniforms. You can ask them ahead of their start date to verify (if has the name on it) what they would like to be called.	
Identify a phone number the employee will be using. If you do not have an available line in your office, submit a ticket to telecom to request a new line. If you have an available line, then submit a ticket (in _____ to telecom to reset that line so the desk phone header and voicemail password are reset and ready for the new employee on their first day.	
Prepare a training schedule for employees (recommend at least their first 2 weeks). See below under 1st week for examples of things you could/should plan for. In addition to the topics below, you will also want to plan for: • Time on the first day to go to the RSC to get	
Reach out to the new employee to discuss their schedule for their first day. Recommended topics: • Explain parking availability (if new to the building) • Explain where (the specific location) they will report for their first day. • Identify what time and who they will meet to start their first day	

NEW EMPLOYEE ORIENTATION	
ACTION	**DATE COMPLETED**
Ensure new ICAA benefit-eligible employee completes the online NEO modules **in first three days** of employment.	

NEW EMPLOYEE – TOPICS TO REVIEW DURING THE EMPLOYEES FIRST WEEK	
ACTION	**DATE COMPLETED**
Introduce employee to internal/external staff or teams they will be working closely with. Tour department and workspace/office, including restrooms and break areas and any expectations around use of those (ex: places they can store their food/lunches, expectations are food storage, community utensils, family friendly or single stall restrooms, wellness rooms and what they are used for).	

Share a campus map and show locations relevant to their job or locations that provide services (RSC, Campus Dining, University Police Dept., etc.)	
Explain annual review process and your expectations of them in this process.	

Schedule a goal planning session for