Emple	oyee name			
	Managers-Before First Day	Department Contact	Date	Initials
	Identify new space has needed office supplies			
	Visitor Parking Pass for the first few days (Police - x4624)	Police: 620-235-4624		
	Order office keys, if needed	Facility Operations: 620-235-4783		
	New2PSU	support.pittstate.edu		
	Assign your new hire a mentor and/or onboarding buddy.			
	Assign your new hire a training plan			
	Schedule regular check-ins throughout the first two weeks.			
	Invite new hires to relevant meetings or projects.			
	Schedule your new hire's first day meetings, prioritizing intro calls with colleagues who will work closely with the new hire.			
Tlf	Manager Fredericals First Day			
	Managers-Employee's First Day			
	Coordinate a welcome meeting to kick off your new hire's first day.			
	Take your new him on a toy of the office/building/rectue one kitchen atc.)			
	Take your new hire on a tour of the office/building (restrooms, kitchen, etc.)	http://www.mittatata.adv/abavtdaananananananahtmi		
-	Provide Map of Campus	https://www.pittstate.edu/about/campus-map.html		
	Introduce the Strategic Plan	https://www.pittstate.edu/president/strategic-plan-2023.html		
	Schedule a meeting with Human Rescoures to finish benefits/paperwork	https://www.pittstate.edu/hr/about-us.html	<u></u>	
	Sign Conflict of Interest			
	Complete Emergency Contact List (house in department)			
	Set up a welcome lunch with the new hire's team, if appropriate.			
	Share essential company policies (e.g., hours of operation, dress code,			
	parking, etc.)	https://www.pittstate.edu/hr/policies/index.html		
	End of first day check-in.	- The state of the		
	and or more any orroot in.			
Tasks for	Managers-Employee's First Week			
	Once employee is hired in GUS Cloud-			
	Visit Gorilla Geeks for ID Card and email login	Geeks: 620-235-4600		
	Order Business Cards	https://www.myorderdesk.com/psuprinting		
	Conduct periodic reviews setup weekly/monthly meetings			
	Setup/Review RAVE Alerts			
	ootap//torion ratio2/doite	https://www.pittstate.edu/it/information-technology-		
	IT Campus Training: Technology 101 & Canva Training	services/it-training.html		
	Invite your new employee to recurring one-on-one meetings to provide	orriodella dallinginam		
	regular check-ins.			
	Campus Tour			
1	Campus Tour			
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Tacks for	Managers-Employee's First Month			
	Appointment for Professional Headshot			
	Review Position Description			
	Review Performance Evaluation and Ratings	https://lpkd.ip/g4679Ovo		
$\vdash$	Introduce Employee to LinkedIn Learning	https://lnkd.in/g4678Qye		-
	Managers-Employee's 90 day check-in			
$\vdash$	Stay Interview			
If Applica	hla			
	Order Desk Name Plate	https://www.myorderdesk.com/psuprinting		
	Order Name tags	https://www.myorderdesk.com/psuprinting		-
	Order Door Sign	https://www.myorderdesk.com/psuprinting		
	Sign Confidentiality Agreement or other like documents	,, read and read		
	Financial Training - Business Office (contact Rachel Cameron)	Business Office (Rachel) 620-235-4152		
	PSU Employee Benefits Summary - Covered in Meeting with HR	https://www.pittstate.edu/hr/benefits-summary.html		
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	Line Manager Signature	Completion Date		
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