New Employee Checklist
for Supervisors

Once an offer is accepted:
- Initiate key request
- New Employee IT Setup Form (Rosalie)
- Request necessary equipment (workstation, laptop, desk phone, etc.)
- Create work order for the start date for the new employee (if applicable)
  - Key requests attached (if applicable)
  - Computer request attached (if applicable)

Employee’s first day:
- Introduction of space
  - Break rooms and restrooms
  - Present equipment
  - Keys
  - Computer
- New Employee Documents
  - New Employee IT Set Up
  - Helpful Contact Numbers
- Introduction of campus
  - Brief walkthrough of campus, give brief explanations of what MTECH offers.
  - Introduce employee to others they will often see around campus
- Employee ID from student services
- Employee Parking Pass from bookstore

Administrative Items
- Job expectations
- HR Resources
  - iSolved
  - Time cards
  - Time-off requests

Employee’s first week:
- Bridge trainings (If an employee has issues logging in please contact Anna)