

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)
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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)