New Employee Checklist

Your First Days

☐ Complete HR Checklist (given to you by your manager)

☐ Review your job expectations and duties—ask questions as needed.

☐ IT Instructions—Once ID and email has been set up
   ☐ Log into MyInfo to set up pin (Personal Info – view IDs → Banner user number (dash 0) and net ID)
   ☐ Set up password for Net ID – password.montana.edu

Trainings

☐ What trainings do you need to take? You can sign up online (link on checklist website)
   ☐ What Banner screens will you need? (Trainings could include Security, Student, Finance, HR, etc.)
      ☐ You will need to sign up for a training for each Banner screen you need.
   ☐ HR New Employee Orientation, and Benefits Orientation
   ☐ Service Excellence Training Workshop

Key Players

☐ Who do you need to meet with to be successful at your job?
   ☐ Supervisor
   ☐ Offices you are corresponding with most of the time
   ☐ Co-workers, project managers they’ll be working with
   ☐ Employee with similar responsibilities and/or position
   ☐ HR Rep (At least direct your new employee to their email/phone number in case something comes up)

☐ Have you signed up to volunteer within the Division? It’s a good way to become familiar with all that we do here.
   ☐ New Employee Division panel—every 4th Thursday (unless otherwise stated)
   ☐ Professional Development—Every other Friday during the Academic Year
   ☐ See Engagement website for programming opportunities
   ☐ Volunteering may help new employee learn more about division, meet more co-workers, and instill an ethic of helpfulness
**Development**

- Have you spoken with your supervisor about your future at MSU?
  - Short-term and long-term goals
  - Learning Plan (Template on Engagement Website)
  - Advancement/Career Path Planning
  - Scheduled follow-up meetings

**Extras**

- Have you signed up for the MUS Wellness program?
- Have you considered using the Staff Tuition Waiver?
- Have you taken a tour of campus?
- Have you considered a membership at the Marga Hosaeus Fitness Center?
  - Or joining Intramurals/Recreation at MSU?