

# 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?