

MORAVIAN UNIVERSITY

12 Month New Hire Checklist

FIRST DAY

- Meet your department
- Attend a campus tour
 - *Please contact HR if you would like to schedule a tour of South Campus*
- Ensure that you have filled out all orientation paperwork including giving original I-9 forms to HR and filling our direct deposit form.
- Go to Campus Police to receive an employee ID and parking hangtag (driver's license, registration, and insurance card needed)
- Get new hire building/ office key(s) from Facilities, if applicable
- Confirm 1st week work schedule and discuss summer hours or academic breaks, if applicable
- Reach out to Supervisor if any other work supplies are needed
- Review general emergency evacuation policies and procedures, including methods of emergency notification, escape procedures, exit routes, and designated assembly points following evacuation. Additionally, ensure awareness of any department-specific information pertinent to these procedures.

FIRST & SECOND WEEK

- Learn any department specific work policies or procedures
- Visit moravian.edu/marketing to learn how to work with the Office of Marketing and Communications
- Complete institutional anti-harassment & diversity training
- Discuss how your position aligns with Moravian's mission and vision
- Review job description and ask your Supervisor any questions you may have
- Review campus organizational chart and what each department is involved with

MONTHS 1-2

- Check in with Supervisor regarding additional system access, work space, etc. (if needed)
- If you have any questions regarding our [Office for Diversity, Equity and Inclusion](#) or if you would like to be involved contact the DEI office at dei@moravian.edu
- Complete training with University systems such as the applicable:
 - Jenzabar
 - Drupal
 - Catertrax
 - AMOS
 - Department
 - 25 Live
 - Infomaker
 - Involvio
 - PII & Data usage
 - specific systems

MONTHS 3-6

- Review progress and goals set with Supervisor
- Shadow supervisor at meetings/ events
- Ensure you are documenting your position's processes
- Get involved on campus!

MONTHS 7-12

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- Discuss again how your position aligns with Moravian's mission and vision
- Discuss career progression at Moravian
- Develop a calendar for yearly projects, due dates, etc.