



## 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 the Bethlehem campus*
- Ensure that you have filled out all orientation paperwork including giving original I-9 forms to HR and filling our direct deposit form.
- Send a photo of yourself against a neutral background to HR to send to Campus Police who will generate your employee ID.
- Get new hire building/ office key(s) from the Business Office Manager and electronic fob from the Campus Technology Coordinator, if applicable.
- Confirm 1<sup>st</sup> week work schedule and discuss summer hours or academic breaks, if applicable
- Reach out to Supervisor if any other work supplies are needed

### FIRST & SECOND WEEK

- Learn any department specific work policies or procedures
- Visit [moravian.edu/marketing](http://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 University Lancaster Theological Seminary'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](mailto: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

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