



Preparation Prior to First Day

Workspace & Equipment

- ☐ Assign workspace.
- ☐ Ensure computer, phone, monitor, equipment, and supplies are available and operational.
- ☐ Submit any necessary technology or system access requests.

Team Communication

- ☐ Notify colleagues and co-workers of the employee's start date.
- ☐ Schedule introductory meetings, if applicable.
- ☐ Develop training plan, communicate schedule to all involved.

ADA Accommodations (If Applicable)

- ☐ Confirm approved accommodations have been coordinated with the Assistant Director of HR and are in place before the employee's arrival.

Email & Communication Tools

- ☐ Add employee to departmental distribution lists, shared mailboxes, Teams channels, and listservs.

Building Access & Keys

- ☐ Submit an Asset Essentials work order requesting keys and/or building access cards.
- ☐ Coordinate pickup through University Police. Supervisor signature is required.

Pre-Arrival Communication

Discuss the following with the employee prior to their start date:

- ☐ Work schedule and break periods.
- ☐ Reporting location and parking information.
- ☐ Building access procedures.
- ☐ Workplace attire expectations.
- ☐ Any documents or materials the employee should bring on their first day.

First Week Orientation

Crimson Welcome

- ☐ Time identified to meet with Human Resources department to provide employment verification documents.
- ☐ Discussion and preparation for Phase I, II, and III of Crimson Welcome – email to come from benefits-services@iup.edu.

Department and University Overview

- ☐ Review university structure, PASSHE governance, and departmental organization.
- ☐ Explain departmental goals and functions.

Position Expectations

- ☐ Review job description and responsibilities from DocuSign email through HR, sign and supervisor sign.
- ☐ Discuss performance expectations and probationary period requirements.

Workplace Orientation

- ☐ Introduce employee to colleagues and key campus contacts.
- ☐ Distribute office, department, and storage keys.
- ☐ Review emergency evacuation procedures.
- ☐ Identify restrooms, break areas, smoking areas, and other common spaces.

Campus Resources

- ☐ Conduct a campus tour.
- ☐ Review available campus amenities and services.

University Procedures

- ☐ Review travel procedures and reimbursement processes.
- ☐ Discuss essential employee designation, if applicable.
- ☐ Review inclement weather procedures.

Safety and Compliance

- ☐ Explain the role of University Police and emergency contact procedures.
- ☐ Remind employee to complete required annual training: Protection of Minors, Title IX, Any department-specific training requirements.

Technology and Systems Orientation

Network & Technology Access

- ☐ Verify network account activation.
- ☐ Review password management and login procedures.

University Resources

- ☐ Review IUP website navigation.
- ☐ Demonstrate the A–Z Index and Find People Directory.
- ☐ Review IT Support Center resources and ticket submission procedures.
- ☐ Review MYIUP access and available resources.

Human Resources Website

- ☐ Review AskHR webform.
- ☐ Review Employee Resources webpage.
- ☐ Discuss employee benefits information.
- ☐ Review applicable labor relations information.
- ☐ Review relevant university and Board of Governors policies.

Employee Self-Service (ESS/Fiori)

- ☐ Update emergency contact information.
- ☐ Enroll in the Emergency Notification System.
- ☐ Complete benefits enrollment, if applicable.
- ☐ Review leave request procedures.
- ☐ Establish direct deposit.
- ☐ Review paystub access, W-4 updates, and electronic W-2 enrollment.

Outlook & Office 365

- ☐ Review email and calendar functions.
- ☐ Demonstrate meeting scheduling and conference room reservations.

Job-Specific Systems Training

Arrange training for applicable systems:

- ☐ Banner
- ☐ D2L (Desire2Learn)
- ☐ SAP
- ☐ CMS/Cascade
- ☐ Asset Essentials
- ☐ Procurement and purchasing systems

Supervisor Name:

Employee Name:

Start Date:

Department: