



## Onboarding Checklist – New Employee

Congratulations on beginning your job at WOU! We are excited for you to join our campus community. Below is a list of items that need to be completed prior to and during your first month of employment at WOU

### Prior to your First Day

- Sign your offer letter (return to HR). (If applicable.)
- Ensure employee understands the [IRS tax liability](#) of travel/relocation reimbursement, if applicable.
- If your position requires a degree, request Official Transcripts be sent to WOU confirming your highest degree awarded.
- Complete a New Hire Packet with Human Resources (please see [HR Forms Page](#) for packet):
- Contact your supervisor regarding expectations (i.e. schedule, dress code, etc.).
- Peruse the [Campus Map](#).
- View information about [parking](#) on or near campus.

### On Your First Day

- Create password for email using [Account Lookup](#), Set-up [DUO](#) (two-factor authentication).
- Organize your work space and work with supervisor to obtain access to Banner/Drives.
- Verify with supervisor office procedures including how to request time off, fill out leave reporting.
- Set up your [voicemail](#).
- Set up your [e-mail signature](#).
- Update your [employee profile](#) with a picture.
- Visit [Key Shop](#) to obtain office/building keys / [Order Name Plate](#).
- Order [Business Cards](#).
- Obtain access to co-worker's calendars.
- If you haven't already, visit the 3<sup>rd</sup> Floor of Human Resources to get your picture taken for your ID card.

### During Your First Month

- [Enroll for benefits](#) (if eligible).
- View University Organizational chart (see People tab on [President's Page](#))
- Complete Online trainings (i.e. [Preventing Workplace Violence](#), [Shots Fired](#), [Hazard Communication](#)).
- Understand your role as a [Mandatory Reporter](#); and
- Sign-up to attend New Employee Orientation (NEO).