Employee name			
Tasks for Managers-Before First Day	Department Contact	Date	Initials
Identify new space has needed office supplies			
Visitor Parking Pass for the first few days (Police - x4624)	Police: 620-235-4624		
Order office keys, if needed	Facility Operations: 620-235-4783		
New2PSU	support.pittstate.edu		
Assign your new hire a mentor and/or onboarding buddy.			
Assign your new hire a training plan			
Schedule regular check-ins throughout the first two weeks.			
Invite new hires to relevant meetings or projects.			
Schedule your new hire's first day meetings, prioritizing intro calls with			
colleagues who will work closely with the new hire.			
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<u>Fasks for Managers–Employee's First Day</u>			
Coordinate a welcome meeting to kick off your new hire's first day.			
Take your new hire on a tour of the office/building (restrooms, kitchen, etc.)			
Provide Map of Campus	https://www.pittstate.edu/about/campus-map.html		
Review Position Description			
Review Performance Evaluation and Ratings			
Introduce the Strategic Plan	https://www.pittstate.edu/president/strategic-plan-2023.html		
Schedule a meeting with Human Rescoures to finish benefits/paperwork	https://www.pittstate.edu/hr/about-us.html		
Sign Conflict of Interest			
Complete Emergency Contact List (house in department)			
Set up a welcome lunch with the new hire's team, if appropriate.			
Share essential company policies (e.g., hours of operation, dress code,			
parking, etc.)	https://www.pittstate.edu/hr/policies/index.html		
End of first day check-in.			
Tasks for Managers-Employee's First Week			
Once employee is hired in GUS Cloud-			
Visit Gorilla Geeks for ID Card and email login	Geeks: 620-235-4600		
Order Business Cards	https://www.myorderdesk.com/psuprinting		
Conduct periodic reviews setup weekly/monthly meetings			
Setup/Review RAVE Alerts			
	https://www.pittstate.edu/it/information-technology-		
IT Campus Training: Technology 101 & Canva Training	services/it-training.html		
regular check-ins.	<u>SCI VIOCS/II-II all IIII q. Humi</u>		
Campus Tour			
GUS Cloud - how to enter time, view absences, find paylip, approve			
timecards			
Tasks for Managers-Employee's First Month			
Appointment for Professional Headshot			
Tasks for Managers–Employee's 60 day check-in			
Stay Interview		1	-
f Applicable		1	
Order Desk Name Plate	https://www.myorderdesk.com/psuprinting		
Order Name tags	https://www.myorderdesk.com/psuprinting		
Order Name tags Order Door Sign	https://www.myorderdesk.com/psuprinting		
Sign Confidentiality Agreement or other like documents			
Financial Training - Business Office (contact Rachel Cameron)	Business Office (Rachel) 620-235-4152		
PSU Employee Benefits Summary - Covered in Meeting with HRS	https://www.pittstate.edu/hr/benefits-summary.html		
Department Specific - Access to third party systems			
Line Manager Signature	Completion Date		