



NEW HIRE

Onboarding Checklist

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.			
Tasks for Managers–Employee's First Day			
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		
Introduce the Strategic Plan - Access PITT State	https://www.pittstate.edu/president/index.html		
Schedule a meeting with Human Resources to finish benefits/paperwork	https://www.pittstate.edu/hr/about-us.html		
Sign Conflict of Interest	https://psuapps-b.pittstate.edu/CampusServiceIntegrations/ConflictOfInterest/Index		
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/policy/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/police/index.html		
IT Campus Training: Technology 101 & Canva Training	https://www.pittstate.edu/it/information-technology-services/it-training.html		
Invite your new employee to recurring one-on-one meetings to provide regular check-ins.			
Campus Tour			
Tasks for Managers–Employee's First Month			
Appointment for Professional Headshot	Photographer: (Sam) 620-235-4844		
Review Position Description			
Review Performance Evaluation and Ratings			
Introduce Employee to LinkedIn Learning	https://lnkd.in/g4678Qye		
Tasks for Managers–Employee's 90 day check-in			
Stay Interview (Initiated by HR)			
If Applicable			
Order Desk Name Plate	https://www.myorderdesk.com/psuprinting		
Order Name Tags	https://www.myorderdesk.com/psuprinting		
Order Door Sign	https://www.myorderdesk.com/psuprinting		
Sign Confidentiality Agreement or other like documents			
Financial Training - Business Office (contact Rachel Johnson)	Business Office: (Rachel) 620-235-4152		
PSU Employee Benefits Summary - Covered in Meeting with HR	https://www.pittstate.edu/hr/benefits-summary.html		
Department Specific			

Line Manager Signature _____

Completion Date _____

Bring a copy of the completed checklist to Human Resources, 204 Russ Hall, or email hr@pittstate.edu