



**Employee Name:** \_\_\_\_\_

**Tech ID:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Department:** \_\_\_\_\_

- Send confirmation letter to new employee and forward a copy to the Sr. Personnel Officer in Human Resources.
- Send *Human Resource Personnel Action Form* to the Sr. Personnel Officer in Human Resources
- Receive *On-Boarding Form* from the Personnel Specialist in Human Resources with Tech ID and employee email address.
- Order equipment and software access from IT (computer, phone, etc.) by filling out a required *LAN Request Form* and sending it to IT.
- Notify Office Services of new hire and order key card, desk and office keys and if necessary, nameplate insert.
- Notify Office Services of the new employee's name, first day of hire, arrival time and the need for an escort to the HR office on first day.
- Meet with new employee on first day of employment. Escort employee to work area and provide key card.
- Discuss job duties and expectations.
- Give employee a tour of important locations such as bathrooms, copy area, kitchen, demonstrate how to use the elevators and stairwells (keycard), MnSCU's website, etc.
- Introduce employee to co-workers and other system office staff.
- Verify Resource Guide was received.