

12 Month New Hire Checklist for Supervisor/ Department Chair

Schedule the new hire's New Hound Orientation and campus tour with HR
Ensure new hire has all work supplies needed to perform job, clean desk or work area if needed Order name plate for office and update mailbox or cubby, if applicable Order business cards and magnetic nametag by contacting marketing@moravian.edu , if applicable Retrieve building/ office key(s) from Facilities, if applicable If the employee will need a computer or phone, the supervisor must complete the New hire Computer & Telephone Request Form and get appropriate signatures. Find_the_form_here . If the phone number is in place of the incumbent, contact the IT help desk or ithelp@moravian.edu
Introduce new hire to department and any departments that they will be interacting with regularly Take new hire on tour

	Check in with employee regarding system access, work space, etc.			
	Provide information about any external training or memberships			
	Provide information about the Office for Diversity, Equity and Inclusion if they have questions or want to be			
	involved, please have your new hire contact the DEI office at dei@moravian.edu			
	Ensure training is complete with University 's IT systems such as the applicable. Reach out to others on			
	campus if more in depth training is needed.			
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	usage			
	Review progress and goals set Have new hire to shadow you and others in your department at meetings/ events			
	Discuss performance Discuss learning opportunities Discuss career progression at Moravian and what they can do to attain their goals			

** ONBOARDING PROGRAM SESSIONS ARE ONGOING. PLEASE REFER TO YOUR EMAIL FOR UPCOMING SESSIONS FOR YOUR NEW HIRE.**