

HIRING MANAGER – THE BEGINNING

Please review all items in this list to prepare for your New Hire's first day/week. Feel free to adjust for options that may be specific to your office/department.

- ☐ Send Student Affairs New Employee Form to New Hire
- ☐ Share Student Affairs Orientation date(s) with New Hire
- ☐ Confirm New Hire's email is activated
 - ☐ Assist New Hire with email signature template
- ☐ Send welcome email(s) announcing New Hire, once hired:
 - ☐ To office
 - ☐ To Division
- ☐ Update website with New Hire's information (contact, headshot, etc.)

Prepare for New Hire's arrival:

1. Order:
 - ☐ Name tag(s) and door nameplate
 - ☐ Business cards
 - ☐ Notepads
 - ☐ Welcome items/basket
 - ☐ Any needed office supplies
 - ☐ Keys
2. Ensure:
 - ☐ Office space is setup, clean, and welcome sign is on the door
 - ☐ Card swipe access
3. Schedule:
 - ☐ University headshots (email Angela Nicholson, angela14@ou.edu for schedule)
 - ☐ Initial meetings (financials, campus tour, SAVPO visit, etc.)
 - ☐ Provide Department specific first week schedule to New Hire

Prepare for New Hire's equipment/software/online setup:

- ☐ Request/configure setup of equipment and software (computer, phone, etc.)
- ☐ Access to Department Shared Drive/Teams/Channels
- ☐ Access to Department calendars
- ☐ Request New Hire is added to appropriate listserves
- ☐ Confirm phone number, and email phone setup instructions (voicemail, display name, etc.)