Prior to first day, if applicable:

- Announce new hire to the department
- Submit a ticket to Service Now to:
  - Schedule PC set-up by department desktop support person (allow approx. 5 - 10 days) if a laptop/PC is available in the department
  - Purchase a new laptop/PC if there is no current equipment available
    *Note: Purchasing a new laptop/PC requires lead time for ITS so please contact them immediately for inquiries regarding the timeline.
  - Schedule phone set up by WesTel (allow for appropriate set-up time)
- Contact Human Resources for the new hire’s Wes ID. *Note: Wes IDs are created after the offer letter is sent.
- For systems access to Student /Faculty Information System (SFIS), Human Resources System (HRMS) and/or Wesleyan Financial System (WFS), please complete and submit a People Soft Security Access request form.
- For a Purchasing Card (PCARD), please complete and submit a PCARD application form.
- Order office keys from the Lock Shop by submitting a key request form
- Order office/desk supplies and nameplate (if applicable) from WB Mason and business cards from Dupli
- Set up office mailbox
- Create a training schedule for new hire
- Arrange for a peer or mentor for the new hire, if appropriate
- Contact your new hire to: Welcome the new hire to the team; discuss office attire, weekly schedule, where to park, and remind the new hire of their orientation meeting with Human Resources on their first day.

On first day, if applicable:

- Introduce new hire to colleagues
- Take new hire to lunch (suggested)
- Review job description
- Review office policies including: office hours, work schedule, overtime, phone and email usage
- Provide instructions for attendance and time reporting. If assistance is needed on how to use ATTrack, please use the tip sheets found under Help on ATTrack.
- Review how to use hire WesPortal, Outlook, phone system and other applicable systems
- Provide building alarm code and instructions
- Review Gramm, Leach, Bliley Privacy Act acknowledgement form ([http://www.wesleyan.edu/its/policies/glb.html](http://www.wesleyan.edu/its/policies/glb.html))
- Remind new hire to obtain ID and parking sticker
- Remind new hire to update the emergency contact information and personal profile sections in WesPortal
- Provide departmental organization chart
- Review department safety issues
- Provide information on where to dine on and off campus (suggestions at [http://www.wesleyan.edu/about/visitors/restaurants.html](http://www.wesleyan.edu/about/visitors/restaurants.html)), mail services at WESation, Freeman Athletic Center, the Box Office (CFA Events)
- Give tour of building, work area, campus buildings and/or suggest Admission Tour

During first week, if applicable:

- Discuss Wesleyan training opportunities (ITS, Lynda.com, department, secretarial/clerical)
- Review Wesleyan website (policies and procedures, directory, etc.)
- Remind new hire to enroll in benefits and schedule an appointment with the Benefits Department. Enrollment should be completed within 30 days of hire.

During the first 30 to 90 days and ongoing quarterly:

- Discuss performance review process – set goals and objectives (including 90 Day Performance Review); discuss core position responsibilities and enter core position responsibilities and goals on the performance review form.
- Hold ongoing job performance and expectation discussions
- Discuss schedule for compensation and (pro-rating, if applicable)
- Schedule Title VII-Title IX training workshop through the Office of Equity & Inclusion