**Prior to start date**

* Obtain necessary office/department keys
* Order business cards, nameplates
* Clean work area, phone, keyboard
* Discuss parking permit (if interested) and explain parking locations

**First day checklist**

* Make sure employee completes new hire paperwork at Human Resources – I9, W4, Direct Deposit
* Provide office tour and introduce to coworkers
* Provide explanation of daily schedule and/or office routine
* Review job responsibilities, competencies and expectations
* Discuss procedures for time off, calling in sick, requesting vacation, etc.
* Give a copy of Employee Handbook
* New employee will receive a benefits package (at new employee orientation)

**During the first week**

* Introduce employee over email to internal/external customers with whom he/she will regularly work
* Add employee to appropriate staff lists/email distribution lists
* Add employee to department website (if applicable)
* Help employee create WyoWeb account
* Schedule appropriate trainings (Sexual Harassment, Safety, etc.)
* Help obtain WyoOne Card
* Show them how to use Self Service

**Discuss important information & policies**

* Confidentiality policy and procedures
* Phone/voicemail procedures
* Department policies, procedures, manuals
* Emergency protocol
* Campus Map