



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.
 - < Jenzabar < Drupal < Catertrax < AMOS < Department
 - < 25 Live < Infomaker < Involvio < PII & Data specific systems usage
- Complete [conditional period evaluation](#) and discuss with new hire
- Review progress and goals set
- Have new hire to shadow you and others in your department at meetings/ events
- Speak with employee about interests on campus; how can they get involved?
- Discuss again how the position aligns with Moravian's mission and vision
- Discuss performance
- Discuss learning opportunities
- Discuss career progression at Moravian and what they can do to attain their goals
- Develop a calendar for yearly projects, due dates, etc.

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