**University College New Employee Checklist**

* New Employee Orientation with HR
* New Staff Orientation – University College
* Meeting with Dean Pringle
* Tour of CUE and/or Schwartz Center
* Building and office key request form
* Desk/office space/supplies
* Computer and printer

SAMPLE

* Telephone and voicemail set up
* Share drive access
* Copier access code and fax set up
* Outlook Access
* Parking Permit – Provide temporary permit, if needed
* Banner Access - Teaching Course
* Vista Access – Teaching FYE Course
* Training Schedule- Include tour of office
* Business Cards
* Nameplate
* Nametag
* Welcome Event – provided by department
* Campus Map, Staff Listing
* UC Listserv (if applicable)
* Division Meeting Invites