

DEPARTMENT NEW HIRE CHECKLIST

- Job offer was extended and accepted and employee returned a signed letter of offer.
- Candidates not selected were contacted by phone or letter.
- If appointed, employee received a letter of offer from the department and returned a signed letter of acceptance.
- The employee completed a New Employee Packet prior to his or her hire date.
- The I-9 form was signed by the employee on or before his or hire date.
- The employee signed all documents that required a signature.
- If the employee is benefits-eligible, a benefits packet was requested by calling 621-3662. (Effective June1, 2002)
- The employee's new hire packet, a copy of the employee's application or resume, and all hiring documents were sent to the Provost Office or Human Resources (as applicable) in advance of the employee's hire date. ([New Hire Process](#))
- The employee received their Employee Identification (EID) number after hiring documents were processed through Systems Control.
- The employee attended or has been registered for a New Employee Orientation session.
- If benefits-eligible, the employee received a benefits Personal Identification Number (PIN) at their home address after hiring documents were processed through Systems Control. (Note: if the PIN number is not received within two weeks of the employee's hire date, the employee should contact Human Resources at 621-3662.)
- If benefits-eligible, the employee was referred to on-line benefits information and the benefits enrollment system.
- If employee requires additional assistance with benefits, he or she has attended or has been registered for an "Understanding Your Benefits" session.
- The employee received a comprehensive departmental orientation from his or her supervisor and/or other departmental representative.
- The employee has obtained his or her CatCard.
- The employee has applied for the necessary parking permit (if applicable.)

- The employee has been assigned a university net ID and e-mail address.
- The employee has received keys or other building access tools.
- The employee has been registered for relevant training classes or workshops.
(e.g. university business systems, drivers training, safety courses, computer classes, etc.)
- Completed search file documents, including original applications or resumes, were sent to Human Resources within two weeks of the position fill date.