



## Welcoming New Staff

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Here is a quick checklist of things needed to prepare for new personnel coming onboard in your area. This is a list of things most new employees will need.

- Assign a location (desk, office, etc.) and have it cleaned by facilities. Order or make a sign to indicate the new employee's name, title, room location
- If furniture is needed (desk, chair, filing cabinet, etc.) arrange with facilities to set it up
- Request phone line, phone, and/or voicemail. This requires a TSR form, which can be found at: [https://www.wcsu.edu/technology/telecomm/TSR%20-%20Ver%2020\\_0.pdf](https://www.wcsu.edu/technology/telecomm/TSR%20-%20Ver%2020_0.pdf)
- Request necessary building access, keys, and/or pin codes to offices and buildings. This requires an Access Control form, which can be found at: <http://www.wcsu.edu/westconnect/Access%20Request%20Form.xlsm>
- Request a computer (desktop, laptop, tablet) and equipment (docking station, printer, etc.), along with any necessary software specific to your department. Requests can be made through ITI. Please refer to <http://support.wcsu.edu/customer/en/portal/articles/2097335-how-do-i-get-started-with-information-technology-and-innovation-faculty-and-staff>
  - WestConn account (Windows)
  - Email
  - WestConnduit
  - E-Learning (Blackboard)
  - Banner Self-Serve
  - Web Banner
  - File Shares (K, X, H, N drives)
  - Remote access
- If appropriate, order business cards for the new employee
- Collect and place office supplies for the new employee's office
  - Pens
  - Notebooks
  - Paper
  - Pencils
  - Highlighters
  - Paper clips
  - Stapler
  - Tape Dispenser
  - Scissors
  - File Folders
- Campus Map
- Information on campus Dining Services, along with local dining locations
- Instructions for using phones, setting up and accessing voicemail, etc.
- Policies and procedures for your department
- List of pertinent people/offices and their locations so that the new employee is able to answer general questions
- Information on who to contact for computer, telephone, printer and copier issues
- Arrange for training on computers and WCSU systems
- Training on CORE-CT and payroll
- Locations and contacts for important offices or people
  - Union representatives
  - Mailroom
  - Police
  - Payroll
  - Human Resources
  - Admissions
  - Cashier
  - Financial Aid
  - Libraries
  - Department secretaries for departments they will need to work with frequently
- Information on where to get ID card
- Information on where to get staff parking hang tag and parking information
- Information on payroll/direct deposit
- Information on who to contact when calling out sick
- Information on Emergency Notification system and how to sign up for it.

