

Idaho State UNIVERSITY

Managers Toolkit for New Employees

Name:

Title:

Start Date:

Before First Day:

- Send new employee an offer letter (Contact HR for the template) www.isu.edu/hr/forms/
- Complete a Personnel Recommendation Form www.isu.edu/hr/forms/
- Send an announcement to the department announcing the new hire and start date, as appropriate
- Prepare the work area and set up work space
 - Ensure any needed equipment is available (desk, chair, computer, phone, etc.)
 - Make sure work area has necessary office supplies
- Order name plate www.isu.edu/facilities/service-requests-and-forms/
- Order business cards, if needed (Occasions Group, 208-359-1086)

First Day:

- Send employee to Human Resources Office to complete W4, I-9, and Payroll forms. Human Resources is located in the Administration Building, Room 312 (208-282-2517)
- Contact Public Safety and/or Bengal Card Services to get keys and/or building access card for employee www.isu.edu/publicsafety/
- Introduce employee to others in the workplace
- Provide information on setting up computer and receiving ISU email (Help Desk, 208-282-4357)
- Contact NetCom to get employees information in the ISU Directory (208-282-4541)

Within First Week:

- Discuss expectations for leaves of absence, procedures for requesting time off, and time reporting
- Review job description, responsibilities, and performance expectations
- Review the process related to the probationary period (classified employees only)
- Have employee contact Human Resources to schedule a Benefits Enrollment Sessions (208-282-2517)
- Prepare/ Submit any system access requests, examples include:
 - Banner Argos Access Requests necessary for new employee (ISU email needed before this can be completed)
 - Access request for time reporting
 - Access request for Argos
 - Access request for Banner

Forms can be found at <https://tigertracks.isu.edu/TDClient/Home/>

Within First Month:

- Assign employees to review ISU HR policies and procedures, along with any related to your department www.isu.edu/policy/
- Review training in the Talent Management System to be assigned to employee <https://www.isu.edu/hr/employee-tools/training/>
- Contact Human Resources to have employee invited to the New Bengal Experience (Orientation) (208-282-2519)

Within 3 Months:

- Consider assigning additional departmental specific professional development opportunities

Within 6 Months:

- Review performance objectives and progress
- Complete probationary period review (classified employees only)

Within 12 Months:

- Consider enrolling employee in Leadership Development Program, if applicable
- Complete annual performance review
- Set objectives and performance expectations for the next year