New Employee Toolkit

**Before your first day:** (Some items may have already been completed)

- Sign and return your offer letter to your department
- Complete background check process through email from HireRight
- Visit the Office of Human Resources to complete a W4, Direct Deposit, and I-9 Form. Please be sure to **bring original documents with you for I-9 verification, as photocopies cannot be accepted**. List of acceptable I-9 documents: [https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents)

Sample I-9 form: [https://www.uscis.gov/i-9](https://www.uscis.gov/i-9)

**W4, Direct Deposit, and I-9 forms can be completed at the following locations:**

- **Pocatello Campus**: Administration Building, Room 312, 921 S. 8th Avenue, (208-282-2517)
- **Meridian Campus**: 1311 E. Central Dr Meridian, ID (Patty Tryon, (208) 373-1704)
- **Idaho Falls Campus**: University Programs, Bennion Student Union, 1784 Science Center Drive, (Karen Larsen, (208) 282-7865)
- **Twin Falls Campus**: Hepworth Higher Education Center, College of Southern Idaho 144, 315 Falls Ave., (Chris Vaage (208) 933-2300)

**If you are unable to physically visit one of these locations**, please contact Human Resources (208) 282-2517 to coordinate getting your I-9 verified at a partner campus

**First Day:**

- Visit Human Resources Office to finish up any paperwork that has not yet been completed. (W4, I-9, Direct Deposit, etc.)
- Check with Human Resources to make sure you are scheduled in a Benefits Enrollment session
- Call Information Technology Services (ITS) Department to set up computer account, ISU email account, and gain access to BengalWeb (208) 282-4357

**Within First Week:**

- Obtain Bengal Card, for more information and locations visit [www.isu.edu/bengalcard/](http://www.isu.edu/bengalcard/)
- Obtain parking permit, if desired. Faculty and staff can purchase their permits online through the Parking Services website [www.isu.edu/parking/](http://www.isu.edu/parking/) or in person at the Public Safety Building (208) 282-2625
Learn how to enter your time in BengalWeb

- Classified Employees: https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=74994
- Non-Classified Employees and Faculty: https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=76083
- Student Employee: https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=76082

Meet with manager to review performance objectives and goals

**Within First Month:**
- Attend Benefits Enrollment Session with Human Resources and turn in all forms
- Familiarize yourself with ISU HR policies & procedures, along with any other policies related to your department www.isu.edu/policy/
- Review Employee Self Service Dashboard in BengalWeb under the Actions and Information tab to view pay stubs, benefits, accrued leave, tax forms, etc. View the video at the following link to see how to access your Employee Dashboard https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=55934
- Become familiar with the Talent Management System and where to find assigned training. Check to make sure assigned trainings are visible and begin assignments
- Register to attend New Bengal Experience, our in-person new employee orientation program. To register online click https://forms.gle/6i7xambYPtx6RLe8

**Within 3 Months:**
- Consider enrolling in additional departmental specific professional development opportunities
- Review the following campus resources available to employees:
  - Campus Recreation www.isu.edu/camprec/
  - Disability Services www.isu.edu/disabilityservices/
  - General Counsel/Risk Management https://isu.box.com/s/k8knzsbjrcnwo4jqmzxe8vng35qm6skj
  - Graduate School www.isu.edu/graduate/programs-and-degrees/ www.isu.edu/apply www.isu.edu/graduate/future-students/admissions-and-application/
  - Health Sciences https://isu.box.com/s/wl61vnx4iox5880cv9r9cc071yr7ar https://isu.box.com/s/2f45xf3j31e18w80d9azotoxn5ddj8c
  - Human Resources www.isu.edu/hr/
  - ISU Health Center https://isu.box.com/s/22tw07hqpbs3uandn0cnvrn0vqg3jf35
  - Information Technology Services https://isu.box.com/s/l1lg4942d4bd5wjkq43qpay4m7ijv2ys
  - Internal Audit www.isu.edu/audit/
  - Library www.isu.edu/library/
  - NetCom www.isu.edu/netcom/ https://isu.box.com/s/u81ale3cv6ftrs11oc6ty3l08j2vistm
Within 6 Months:

☐ Complete assigned trainings
☐ Review performance objectives and progress

Within 12 Months:

☐ Complete annual performance self-evaluation
☐ Meet with manager to complete annual performance evaluation
☐ Meet with manager to set objectives and performance expectations for the next year