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 through email from HireRight
- Visit the Office of Human Resources to complete a W4 and an I-9 Form. View list of acceptable documents for an I-9 to bring with you when you come, be sure to bring original documents. (see I-9 form at www.isu.edu/hr/forms/)
  W4 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 (208-373-1704)
  **Idaho Falls Campus**: University Programs, Bennion Student Union, 1784 Science Center Drive, (208-282-7865)
  **Twin Falls Campus**: Hepworth Higher Education Center, CSI 144, 315 Falls Ave., (208-933-2300)
  **Off-site Locations**: If you are not located near an ISU campus, 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
- Contact IT Department to set up computer account, receive ISU email, and gain access to BengalWeb (208-282-4357)

Within First Week:

- Obtain Bengal Card, for more information and locations visit 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/ or in person at the Public Safety Building (208-282-2625)
- Learn how to enter your time in BengalWeb
- 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
☐ Contact Human Resources to schedule attending the New Bengal Experience
(Orientation) in-person event

**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/
  - Equal Opportunity, Affirmative Action & Diversity 
    https://isu.box.com/s/ijiwgo9mrpypod46oyrooe0impf0h6qcd
  - General Counsel/Risk Management 
    https://isu.box.com/s/k8knzsjbrcwo4jqmzxe8ng35qcm6skj
  - Graduate School www.isu.edu/graduate/programs-and-degrees/
    www.isu.edu/apply
  - Hazardous & Chemical Waste at ISU
    https://www.youtube.com/watch?v=81gvmAmRobertP&feature=youtu.be
  - Health Sciences https://isu.box.com/s/w61vnxw4ixo5880cv9r9cc071yr7ar 
    https://isu.box.com/s/2f45xf3ij31e18w80d9azotoxjn5ddj8c
  - Human Resources www.isu.edu/hr/
  - ISU Health Center https://isu.box.com/s/22tw07hp5bs3uand0cnvrn0vag3jf35
  - Information Technology Services 
    https://isu.box.com/s/11lg4942d4bd5wjkgq4qpay4m7ijv2ys
  - Internal Audit www.isu.edu/audit/
  - Library www.isu.edu/library/
  - NetCom www.isu.edu/netcom/
    https://isu.box.com/s/u81ale3cv6xfrs11oc6ty3lo8j2vistm
  - Public Safety https://isu.box.com/s/k980qm0movzc1dy5h202irquemxc2g7 
    https://isu.box.com/s/8d1jdgmfleuefru8gaxbgag0oyk3frmn
  - Purchasing https://isu.box.com/s/b8ai7ilef77pjly1xgm63s2avvnzmmj
  - Staff Council https://isu.box.com/s/sh3lmnk9aees4cpbyixdbkkkuu900rjdf
  - Student Affairs https://isu.box.com/s/zj5lpm1w2m81tvvnvc4zwb15v5mjd
  - Veteran Student Services (link to materials to come)
  - Wellness Center https://isu.box.com/s/7skzvc9ipuwlkpadnc83dhfo9m0p27z 
    https://isu.box.com/s/hvo510uywuij8t90wvufy5qtfis83x

**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