

MORAVIAN UNIVERSITY

12 Month New Hire Checklist for Supervisor/ Department Chair

BEFORE FIRST DAY

- Schedule the new hire's campus tour
 - Bethlehem North Campus: fill out this [form](#) to schedule a tour with Admissions (1 hour)
 - Bethlehem South Campus: contact campusvisit@moravian.edu
 - Lancaster Campus: tours should be arranged/facilitated by the Supervisor
- Ensure new hire has all work supplies needed to perform job, clean desk or work area if needed
- Order name plate for office and update mailbox or cubby, if applicable
- Order business cards and magnetic nametag by contacting marketing@moravian.edu, if applicable
- Retrieve building/office key(s)/electronic fob from Facilities, if applicable
- If the new hire will need a computer or phone, the supervisor must complete the [New hire Computer & Telephone Request Form](#) and get appropriate signatures

FIRST DAY

- Introduce new hire to department and any departments that they will be interacting with regularly
- Take new hire on a tour of their campus building (show them common areas such as kitchen, dining spaces, bathrooms, etc.)
- Give new hire building/office key(s)/electronic fob, if applicable
- Direct new hire to Campus Police to receive an Moravian ID ([link for digital ID](#)) and parking hangtag ([link for registration](#)) (driver's license, registration, and insurance card needed).
 - Lancaster Campus: reach out to campuspolicy@moravian.edu to obtain a physical MU ID
- Send an email to community about the new hire and who they are replacing
- Confirm 1st week work schedule
- Take new hire to lunch if possible

FIRST & SECOND WEEK

- Ensure any missing work materials needed are ordered
- Introduce new hire to stakeholders across campus relevant to their role
- Explain policies and procedures for overtime, use of vacation and sick time, holidays, etc., if applicable
- Explain any department specific work policies or procedures
- Overview goals, objectives, and priorities of the new hire's position and how the position related to Moravian's mission and vision
- Review job description
- Overview Campus organizational chart and what each department is involved with
- Explain performance and provisional employment process
- Ensure new hire has completed institutional trainings
- Overview campus IT systems and schedule system trainings with you or others within your department such as the applicable:
 - Oracle, Jenzabar, Asset Essentials, TeamDynamix, Catertrax, Drupal, AMOS, 25 Live, Navigate, and any department specific systems

MONTHS 1-2

- Check in with new hire regarding system access, workspace, etc.

Continued →

- Provide information about any external training or memberships
- Provide information about the [Center for Inclusive Excellence](#) if they have questions or want to be involved, please have your new hire contact the CIE office at inclusive@moravian.edu
- Ensure training is complete with University's IT systems such as the applicable. Reach out to others on campus if more in depth training is needed.
 - Oracle, Jenzabar, Asset Essentials, TeamDynamix, Catertrax, Drupal, AMOS, 25 Live, Navigate, and any department specific systems
- Complete [provisional period evaluation](#) in Oracle and discuss with new hire
- Review progress and goals set
- Have new hire to shadow you and others in your department at meetings/events
- Speak with new hire about interests on campus; how can they get involved?

MONTHS 7-12

- Discuss again how the position aligns with Moravian University's mission and vision
- Discuss performance
- Discuss learning opportunities
- Discuss career progression at Moravian University and what they can do to attain their goals
- Develop a calendar for yearly projects, due dates, etc.