

# MORAVIAN UNIVERSITY

## 12 Month New Hire Checklist

### FIRST DAY

- Meet your department
- Attend a campus tour
  - Contact [campusvisit@moravian.edu](mailto:campusvisit@moravian.edu) if you would like to schedule a tour of South Campus
- Go to Campus Police to receive an employee ID and parking hangtag after registering your vehicle [here](#) (driver's license, registration, and insurance card needed)
  - To add a digital ID to your mobile wallet, click [here](#)
  - Lancaster campus: reach out to [campuspolice@moravian.edu](mailto:campuspolice@moravian.edu) to obtain a physical MU ID
- Get new hire building/office key(s) or electronic fob from Facilities, if applicable
- Confirm 1<sup>st</sup> week work schedule and discuss summer hours or academic breaks, if applicable
- Reach out to Supervisor if any other work supplies are needed

### FIRST & SECOND WEEK

- Learn any department specific work policies or procedures
- Visit [moravian.edu/marketing](http://moravian.edu/marketing) to learn how to work with the Office of Marketing and Communications
- Complete institutional online training assignments
- Discuss how your position aligns with Moravian University's [mission](#)
- Familiarize yourself with Moravian's [Community Standards and Expectations](#)
- Learn more about Moravian's [Strategic Thinking](#) model
- Review job description and ask your Supervisor any questions you may have
- Review campus organizational chart and what each department is involved with

### MONTHS 1-2

- Check in with Supervisor regarding additional system access, work space, etc. (if needed)
- If you have any questions regarding our [Center for Inclusive Excellence](#) or if you would like to be involved contact the CIE office at [inclusive@moravian.edu](mailto:inclusive@moravian.edu)
- Complete training with University systems as appropriate
  - Oracle, Jenzabar, Asset Essentials, TeamDynamix, Catertrax, Drupal, AMOS, 25 Live, Navigate, and any department specific systems
- Become familiar with [Moravian acronyms](#) and other terminology

### MONTHS 3-6

- Review progress and goals set with Supervisor
- Shadow supervisor at meetings/events
- Ensure you are documenting your position's processes
- Get involved on campus!

### MONTHS 7-12

- Discuss again how your position aligns with Moravian University's [mission](#)
- Discuss career progression at Moravian University
- Develop a calendar for yearly projects, due dates, etc.