

12 Month New Hire Checklist for Supervisor/ Department Chair

BEFORE FIRST DAY

Schedule the new hire's campus tour

- *Lancaster Campus tours should be arranged/facilitated by the Supervisor*
- *Contact HR to schedule a tour of Moravian's Bethlehem campus for your new hire, if desired*

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, or the Director of Joint Seminary Communications and Marketing, if applicable

Retrieve building/office key(s) from the Business Office Manager and electronic fobs from the Campus Technology Coordinator, if applicable

If the employee will need a computer or phone, the supervisor must complete the New hire Computer & Telephone Request Form and get appropriate signatures. [Find the form here.](#)

If the phone number is in place of the incumbent, contact the IT help desk or ithelp@moravian.edu. Direct Deposit and I9 forms are needed before the new hire can be completely processed and gain access to email and IT systems.

Explain performance and conditional employment process

Ensure new hire has completed institutional diversity and anti-harassment training

Overview campus IT systems and schedule system trainings with you or others within your department such as the applicable:

- Jenzabar
- 25 Live
- Drupal
- Infomaker
- Catertrax
- Involvio
- AMOS
- PII & Data usage
- Department specific systems

MONTHS 1-2

Check in with employee regarding system access, workspace, etc.

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