

Month 3: New Employee Checklist

After the first few months, you should be comfortable with your role and responsibilities. You should also be able to answer the following questions regarding your:

JOB

- What are your duties, responsibilities and performance standards?
- How is your performance evaluated?
- What are your training requirements?
- What are your development opportunities?
- How does your individual contribution tie to University goals?

WORKPLACE

- What is the mission, vision and goals of Texas State?
- How is your department organized?
- What are your department and divisional mission, goals and core functions?
- How do your department's goals tie to University goals?
- What are the office policies for your department?
- Where do you access the University Policies and Procedures (UPPS)?
- Where are key locations across campus (e.g., Old Main, Alkek, LBJ Student Center, JCK Administrative Building, the Nursing School).

WORKPLACE PROCEDURES

- How can I access IT services?
- What are the safety procedures and emergency exits in your building?
- What are the time reporting procedures?
- What are the procedures for requesting leave and reporting absences?
- How do you obtain supplies?
- How do you make personal and long-distance phone calls?
- What are the rules to access your work area after-hours?