# Dean of Students Office
## New Hire Checklist

### Before First day
- **Forward application and resume to Business Manager to begin department personnel file** (Supervisor)
- **Request NetID** (Business Manager (Mary Ann Ortiz-Moerke))
- **Generate PCR**
- **Forward signed Welcome Letter to Business Manager, must include new employee signature and starting salary** (Supervisor)
- **Schedule New Employee Welcome, N.E.W., through N.E.W. Administrative Registration** (Business Manager)
- **Initiate E-verify and I-9 through HireRight** (Business Manager)
- **Contact building operations and facilities to obtain keys** (Business Manager)
- **Obtain SAP security required roles** (Business Manager)
- **Request computer access account from Student Affairs Technology Services – SATS** (Technology Liaison (Laramie McWilliams))
- **Request voicemail setup and long-distance telephone code** (Business Manager)
- **Obtain copy code for multi-function copier** (Business Manager or Area’s Administrative Assistant)

### First Week
- **Attend N.E.W. Part I** (New Employee)
- **Complete E-verify and I-9 through HireRight** (Business Manager)
- **Obtain University ID card from ID Services, LBJ Student Center Room 2-9.1 – Wait for e-mail confirmation** (New Employee)
- **Schedule staff photo for DOS website** (Special Projects Coordinator (Rico Gonzalez))
- **If applicable, apply for travel card from Travel Office** (Supervisor or Business Manager)
- **Review key sections from DOS Staff Handbook**
  - Time entry and leave policy, comp/flex/award, and vacation restrictions until 6 months in position
  - Dress code
  - Academic Courses
  - TXST and building safety and emergency information (Business Manager)
- **Meet staff and tour all DOS areas** (Supervisor)
- **Sign and return Confidentiality Statement to Special Projects Coordinator** (New Employee)
- **If applicable, order name tag and business cards** (Area Administrative Assistant)
- **Review DOS vision, mission, goals and area specific vision, mission, and goals** (Supervisor)
- **Explain performance management system and create goals** (Supervisor and New Employee)
- **Add Tech access. See supervisor for what is needed.** (Supervisor and New Employee)

### First month
- **Attend N.E.W. Part II – HR will e-mail invitation** (New Employee)
- **Complete Ethics Compliance Training – Send Certification to HR** (New Employee)
- **Schedule any necessary trainings (GATO, SAP, etc)** (New Employee)
- **Review New Employee Required Notices** (Supervisor and New Employee)

### First 3 months
- **Attend the Student Affairs New Employee Orientation (VPSA Invitation)** (New Employee)
- **Review professional development opportunities** (New Employee)