

Month 1: New Employee Checklist

Well done for making it to your one-month milestone!

Use the following checklist to check off your first month's tasks.

- Schedule regular one-on-one meeting with your immediate supervisor or employee(s) on your work role and expectations. Request ongoing feedback.
- Make final decisions about dental, optional insurance benefits, and TexFlex through [ERS](#) (30 day window of opportunity).
- Attend [New Employee Welcome \(NEW\) II](#) based on your assigned date (second Friday of each month after first day of employment).
 - Review orientation materials and note questions you have.
- Review the new employee required notices located on the [New Employee Notices website](#).
- Network with peers across Texas State. Consult with your supervisor and colleagues on networking opportunities.
- Learn about the different [committees, teams and volunteer opportunities](#) both on and off campus.
- Learn how to access free [Employee Assistance Program \(EAP\)](#) services, including perks and discounts and register to participate in our [WellCats](#) program, if desired.
- Visit the [Athletics](#) website to learn about our teams and purchase tickets to support our Bobcats!
- Support the arts by visiting our [Performing Arts Center](#) and learn about our [upcoming music, dance, and theatrical events](#).
- Continue to review the [Professional Development opportunities](#) available to you.
- Complete online [Ethics & Compliance](#) required training.
- Complete other required training for your job, as assigned.
- Understand your division's mission, goals and core functions and how it ties to [Texas State's mission and values](#).
- Stay current with news by reading the [HR Bulletin](#).
- Download the Texas State mobile app, available in [Google Play](#) and [iTunes](#), to stay connected.
- Learn about upcoming University events for [San Marcos](#) and [Round Rock](#) campuses.
- Check out [Office 365](#) and start taking advantage of the amazing productivity tools.
- Log into [Lynda.com](#) to learn about any software tool or soft skill needed to help you succeed at Texas State.