Remote New Employee Toolkit

On or Before Your First Day:

- Sign and return your offer letter to your department
- Complete background check process through email from HireRight (emailed to you from HR)
- Complete your New Hire Forms (W-4, Direct Deposit, and I-9 Form). See instructions for completing these forms remotely here: [https://www.isu.edu/hr/employee-tools/new-employee-resources](https://www.isu.edu/hr/employee-tools/new-employee-resources)
- Watch for an email from Information Technology Services (ITS) to set up ISU network account. If you need help, here’s and overview of how the “claim your account” process works. Once created, this will give you access to ISU email, BengalWeb and other IT systems. For questions, contact (208) 282- HELP (4357), or help@isu.edu.

Within First Week:

- [Benefit-eligible employees] Attend your scheduled benefits orientation appointment with Jeanne Poppleton, poppjean@isu.edu (HR Benefits Representative) and complete benefits enrollment forms.
- Register to attend an upcoming session of New Bengal Experience, ISU’s new employee orientation program. All new faculty and staff are welcome to attend. A specific orientation for new faculty is hosted once per year in August. All new faculty members will receive invitations to attend.
- Obtain your Bengal Card (employee ID card). For information about obtaining your card remotely, visit [https://isu.edu/bengalcard/](https://isu.edu/bengalcard/)
- Obtain a parking permit, if desired. Faculty and staff at all campuses can purchase their permits online [www.isu.edu/parking/](http://www.isu.edu/parking/) or in-person. For information about permits and in-person purchase options in Pocatello, Idaho Falls, and Meridian, visit the faculty and staff FAQs or call (208) 282-2625, or parking@isu.edu.
- Meet with your manager to complete department-level onboarding
- Familiarize yourself with some of our technology! Visit the TigerTracks Knowledge Base to learn more about BengalWeb, TigerNet, Box, and more.
  - TigerTracks resources for all employees
  - TigerTracks resources for faculty
Learn how to enter your time in BengalWeb
- Classified Employees: https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=74994
- Non-Classified Employees and Faculty: https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=76083
- Student Employee: https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=76082

Within First Month:
- Familiarize yourself with ISU HR policies & procedures, along with any other policies related to your department www.isu.edu/policy/
- Review Employee Self Service Dashboard in BengalWeb under the Actions and Information tab to view pay stubs, benefits, accrued leave, tax forms, etc. View the video at the following link to see how to access your Employee Dashboard https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=55934
- [Faculty] Review resources available from Academic Affairs for new faculty: https://www.isu.edu/academicaffairs/faculty-support/new-faculty-resources/

Within 3 Months:
- Familiarize yourself with our Talent Management System (TMS). The TMS is a portal where you will access required online training, complete your annual performance evaluation, and search for online professional development courses. Watch this video to learn how to access TMS.
- Complete required ISU new employee training in the TMS. You will receive an email from HR within your first 6-weeks regarding these assignments and how to access and complete them.
- Complete online Cybersecurity Training required by the State of Idaho Division of Human Resources (DHR) KnowBe4 system. You will receive an email directly from DHR with instructions about completing this online training.
- Learn more about our goal to become a strengths-based institution. Visit, https://www.isu.edu/hr/employee-tools/training/ and click on the “StrengthsFinder” tab. Read about the program and register to attend an “Introduction to StrengthsFinder” workshop.
- Consider enrolling in additional ISU or departmental specific professional development opportunities. Search for online professional development courses: https://www.isu.edu/hr/employee-tools/training/
- Review performance objectives and progress with your supervisor. Establish goals for your first year, if you have not already done so.
Review the following campus resources available to employees:

- **Be A Bengal Program** [https://www.isu.edu/beabengal/](https://www.isu.edu/beabengal/)
- **Brand Resources** [https://www.isu.edu/brand/](https://www.isu.edu/brand/)
- **Campus Recreation** [www.isu.edu/camprec/](http://www.isu.edu/camprec/)
- **Disability Services** [www.isu.edu/disabilityservices/](http://www.isu.edu/disabilityservices/)
- **Equity and Inclusion** [https://www.isu.edu/aaction/](https://www.isu.edu/aaction/)
- **Employee Assistance Program** [https://ogi.idaho.gov/counseling/](https://ogi.idaho.gov/counseling/)
- **Environmental Health and Safety** [https://www.isu.edu/ehs/](https://www.isu.edu/ehs/)
- **Faculty Senate** [https://www.isu.edu/facultysenate/](https://www.isu.edu/facultysenate/)
- **General Counsel/Risk Management** [https://www.isu.edu/ogc/](https://www.isu.edu/ogc/)
- **Graduate School** [https://www.isu.edu/graduate/](https://www.isu.edu/graduate/)
- **Hazardous & Chemical Waste at ISU** [https://www.youtube.com/watch?v=81gvmAxRPmA&feature=youtu.be](https://www.youtube.com/watch?v=81gvmAxRPmA&feature=youtu.be)
- **Health Clinics** [https://www.isu.edu/clinics/](https://www.isu.edu/clinics/)
- **Health Sciences** [https://www.isu.edu/healthsciences/](https://www.isu.edu/healthsciences/)
- **Human Resources** [www.isu.edu/hr/](http://www.isu.edu/hr/)
- **ISU Health Center** [https://www.isu.edu/healthcenter/](https://www.isu.edu/healthcenter/)
- **Information Technology Services** [https://isu.edu/its/](https://isu.edu/its/)
- **Information Technology Services TigerTracks Resource Portal** [https://tigertracks.isu.edu/TDClient/1950/Portal/KB/](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/)
- **Idaho Falls Campus Information** [https://www.isu.edu/meridian/](https://www.isu.edu/meridian/)
- **Internal Audit** [www.isu.edu/audit/](http://www.isu.edu/audit/)
- **Library** [www.isu.edu/library/](http://www.isu.edu/library/)
- **Meridian Campus Information** [https://www.isu.edu/meridian/](https://www.isu.edu/meridian/)
- **NetCom** [www.isu.edu/netcom/](http://www.isu.edu/netcom/)
- **Parking** [https://www.isu.edu/parking/](https://www.isu.edu/parking/)
- **Public Safety** [https://www.isu.edu/publicsafety/](https://www.isu.edu/publicsafety/)
- **Purchasing** [https://www.isu.edu/purchasing/](https://www.isu.edu/purchasing/)
- **Staff Council** [https://www.isu.edu/staffcouncil/](https://www.isu.edu/staffcouncil/)
- **Student Affairs** [https://www.isu.edu/studentaffairs/](https://www.isu.edu/studentaffairs/)
- **Resources to Support Student Needs** [https://www.isu.edu/media/libraries/academic-affairs/Resources-within-the-Office-of-Student-Affairs.pdf](https://www.isu.edu/media/libraries/academic-affairs/Resources-within-the-Office-of-Student-Affairs.pdf)
- **Twin Falls Campus Information** [https://www.isu.edu/twinfalls/](https://www.isu.edu/twinfalls/)
- **Veteran Student Services** [https://www.isu.edu/veterans/](https://www.isu.edu/veterans/)
- **Wellness Center** [https://www.isu.edu/wellness/](https://www.isu.edu/wellness/)

**Within 6 Months:**

- Meet with your manager to touch base on expectations, goals, and your progress
- **[Classified employees]** Complete your 6-month probationary evaluation with your supervisor.

**Within 12 Months:**

- Complete annual performance self-evaluation
- Meet with manager to complete annual performance evaluation
- Meet with manager to set objectives and performance expectations for the next year