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**Managers Toolkit for New Employees**

**Name:**

**Title:**

**Start Date:**

**Before First Day:**

* Send new employee an offer letter (Contact HR for the template) [www.isu.edu/hr/forms/](http://www.isu.edu/hr/forms/)
* Complete a Personnel Recommendation Form [www.isu.edu/hr/forms/](http://www.isu.edu/hr/forms/)
* Send an announcement to the department announcing the new hire and start date, as appropriate
* Prepare the work area and set up work space
* Ensure any needed equipment is available (desk, chair, computer, phone, etc.)
* Make sure work area has necessary office supplies
* Order name plate [www.isu.edu/facilities/service-requests-and-forms/](http://www.isu.edu/facilities/service-requests-and-forms/)
* Order business cards, if needed (Occasions Group, 208-359-1086)

**First Day:**

* Send employee to Human Resources Office to complete W4, I-9, and Payroll forms. Human Resources is located in the Administration Building, Room 312 (208-282-2517)
* Contact Public Safety and/or Bengal Card Services to get keys and/or building access card for employee [www.isu.edu/publicsafety/](http://www.isu.edu/publicsafety/)
* Introduce employee to others in the workplace
* Provide information on setting up computer and receiving ISU email (Help Desk, 208-282-4357)
* Contact NetCom to get employees information in the ISU Directory (208-282-4541)

**Within First Week:**

* Discuss expectations for leaves of absence, procedures for requesting time off, and time reporting
* Review job description, responsibilities, and performance expectations
* Review the process related to the probationary period (classified employees only)
* Have employee contact Human Resources to schedule a Benefits Enrollment Sessions (208-282-2517)
* Prepare/ Submit any system access requests, examples include:
	+ Banner Argos Access Requests necessary for new employee (ISU email needed before this can be completed)
	+ Access request for time reporting
	+ Access request for Argos
	+ Access request for Banner

Forms can be found at <https://tigertracks.isu.edu/TDClient/Home/>

**Within First Month:**

* Assign employees to review ISU HR policies and procedures, along with any related to your department [www.isu.edu/policy/](http://www.isu.edu/policy/)
* Review training in the Talent Management System to be assigned to employee <https://www.isu.edu/hr/employee-tools/training/>
* Contact Human Resources to have employee invited to the New Bengal Experience (Orientation) (208-282-2519)

**Within 3 Months:**

* Consider assigning additional departmental specific professional development opportunities

**Within 6 Months:**

* Review performance objectives and progress
* Complete probationary period review (classified employees only)

**Within 12 Months:**

* Consider enrolling employee in Leadership Development Program, if applicable
* Complete annual performance review
* Set objectives and performance expectations for the next year