



Congrats on Your New Job!

Overview

Congratulations on your new job in higher education! Whether you're joining as a faculty member, administrator, or staff member, navigating the complex world of academia can be both exciting and overwhelming. To help you ease into your new role and hit the ground running, we've prepared a comprehensive checklist. From familiarizing yourself with campus resources to understanding institutional policies, this guide will ensure you're well-prepared for your first day and beyond. Embrace this opportunity to contribute to the academic community and make a positive impact on students' lives.

New Employee Checklist

Review Your Offer Letter and Contract

- Carefully read through your offer letter and employment contract to understand your role, responsibilities, and benefits.
 - Find more information on the [OSU Onboarding Essentials](#) page online!

Complete Necessary Paperwork

- Ensure all required paperwork, such as tax forms, direct deposit information, and emergency contact details, are completed and submitted to HR.
 - Access your Onboarding Checklist in [OSU's Employee Service Portal!](#)

Set Up Technology Accounts

- Obtain necessary login credentials for email, learning management systems, and other digital platforms used by the institution.
 - Submit a ticket via [OSU's Community Network \(CN\)](#)!

Familiarize Yourself with Campus Resources

- Explore campus facilities, including offices, libraries, and recreational areas, to familiarize yourself with the environment.
 - Check out this helpful [OSU Orientation Guide](#) online!

Attend Orientation Sessions

- Attend any orientation sessions or workshops organized by the institution to learn about its mission, values, and policies.
 - View and register for an upcoming [New Employee Orientation!](#)

Connect with Colleagues



- Introduce yourself to colleagues within your department or team, as well as across other departments, to start building professional relationships.

Understand Institutional Policies

- Review and understand institutional policies, such as academic integrity guidelines, diversity and inclusion initiatives, and safety protocols.
 - View the [OSU Faculty Policies & Procedures Manual](#)
 - View the [OSU Staff Policies & Procedures Manual](#)
 - View [Collective Bargaining Agreements](#)

Learn About Academic Programs

- Familiarize yourself with the academic programs offered by the institution, including majors, minors, and areas of specialization.
 - Check out the [OSU's Homepage for Future Students](#)

Explore Professional Development Opportunities

- Inquire about professional development opportunities available to employees, such as workshops, conferences, and tuition assistance programs.
 - View and register for [UHR's Learning & Development Programs](#)
 - Find more [Training Opportunities for OSU Employees](#)
 - Learn about [OSU's Tuition Reduction Program \(Staff Fee Privileges\)](#)

Prepare for Your First Day

- Plan your commute, choose appropriate attire, and gather any materials or documents you may need for your first day on the job.
 - View the [OSU Employee Transportation Guide](#)

Source

OpenAI. (2024). GPT-3.5 (ChatGPT). OpenAI. Retrieved March 2024