

## Before You Arrive

- Receive your Welcome Email. Keep track of this message! It will contain your OSU identification number, a task list to guide your next steps and to help you understand what's next, and other important information.

If you lose track of your Welcome Email, search your email for "Welcome to OSU" or reach out to AskHR at 541-737-3103 or [askhr@oregonstate.edu](mailto:askhr@oregonstate.edu) to be connected with your HR Service Center team.

- Provide your supervisor or unit contact with verification of any licenses or certifications that are required by your start date.

## When You Arrive

- Obtain your keys/access fobs and OSU ID card. Learn who your IT support team is.

Be patient with and kind to yourself – there's a lot to learn! Let your supervisor/unit contact know if you have **any** questions or if the onboarding pace is too slow or too fast.

## After You Arrive

### *By Day 7*

- Begin to understand the scope, responsibilities, and related expectations for your job. Begin to understand departmental expectations and courtesies. Be able to locate policies and procedures.

Begin to understand working and how to request working overtime, reporting overtime, requesting and using leave, and expectations for preparing to be out of office and what to do if out unexpectedly.

Begin to understand your supervisor's management style, the performance appraisal cycle/timeline, and performance evaluation processes.

- Be informed of your office phone number, OSU email address, contact lists, and any shared emails and calendars. Understand the unit preference for answering the phone and how to setup voicemail message and email signature.

- Know where to locate exits, restrooms, and hydration stations; personal mailbox, mailroom, and campus & US mail location(s); recycling, composting, and trash processes and locations; and supplies. Begin to understand unit mailing and supply ordering procedures.

### *By Day 14*

- Meet co-workers, department/colleagues, and customers. Begin to understand unit structure and office culture/traditions.

### *By Day 30*

- Begin to understand workplace safety and safety in labs and specialized areas and process to report workplace incidents, injuries, and illnesses.

Be able to locate fire alarm pulls and fire extinguishers; exits and evacuation routes; evacuation assembly point for department outside of building; and automated external defibrillators (AEDs) and first aid kits.

Make sure to share any individual emergency evacuation or shelter-in-place needs you need with your supervisor or unit incident management contact.

- Attend the OSU [New Employee Orientation](#). Remember to discuss attendance with your supervisor.

\* If you work in a non-office environment, ask your supervisor or unit contact about the timeline for safety training specific to your job.

The Oregon Workplace Fairness Act requires all Oregon employers to adopt a written policy containing procedures and practices to reduce and prevent specific types of unlawful discrimination and sexual assault.

OSU has a variety of policies and procedures prohibiting discrimination and sexual misconduct. For more information on OSU's [policies](#) and procedures, or to report prohibited conduct, please visit the Office of Equal Opportunity and Access's website at: [eoa.oregonstate.edu](http://eoa.oregonstate.edu) or contact the office via phone: 541-737-3556 or email: [equal.opportunity@oregonstate.edu](mailto:equal.opportunity@oregonstate.edu).