

New Hire
FAO / Supervisor To Do List
Pre First Day

EE Name: _____

EE ID: _____

- Ordered Supplies
 - * computer
 - * printer
 - * Other equipment needed
 - * pens, pencils, stapler, etc.

- Assigned a Buddy
- Welcome phone call or email

First Day

- Introduction to Buddy
- System Access Request
- Department specific trainings
Example: Epic, UCRFS Totals
- Policy guideline pamphlets
 - * Ebuy
 - * Epay
 - * I Travel
 - * Entertainment
- Share Development Opportunities
 - * EOD, Campus, Development Office, SOM Professional Development

First Month

- Tour of Facility / Facilities

At Three Months

- Send 3 month probationary evaluation paperwork to HR ticket system

At Six Months

- Send 6 month probationary evaluation paperwork to HR ticket system

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