

Post Hire Checklist

Employee Name: _____

Task	Completion Date
<input type="checkbox"/> Welcome email and phone call	
<input type="checkbox"/> Work location: telecommuting or in office	
<input type="checkbox"/> ID badge: information details and office location	
<input type="checkbox"/> Parking: discuss location and cost	
<input type="checkbox"/> Entering time and requesting leave	
<input type="checkbox"/> Departmental training	
<input type="checkbox"/> Campus training	
<ul style="list-style-type: none"> <input type="checkbox"/> IT Security (Blackboard) <input type="checkbox"/> COVID-19 Return to Campus (Blackboard) <input type="checkbox"/> HIPAA (Blackboard) <input type="checkbox"/> Title IX (Blackboard) <input type="checkbox"/> Outside Interest Disclosure (MyUT -> IRIS Mobile) <input type="checkbox"/> Title VI (K@te) 	
<ul style="list-style-type: none"> <input type="checkbox"/> Key form: completing form and enter into Archibus <li style="padding-left: 20px;"><input type="checkbox"/> Once ready for pick up the employee will be contacted 	
<ul style="list-style-type: none"> <input type="checkbox"/> ITS: supply IT numbers and helpdesk email <li style="padding-left: 20px;"><input type="checkbox"/> Is there a computer in the office? <li style="padding-left: 20px;"><input type="checkbox"/> Working from a personal laptop? <li style="padding-left: 20px;"><input type="checkbox"/> Issued a laptop? <li style="padding-left: 20px;"><input type="checkbox"/> Remote desk and VPN setup <li style="padding-left: 20px;"><input type="checkbox"/> Duo setup 	
<input type="checkbox"/> Review Probationary period evaluation information	
<input type="checkbox"/> Introductions and team member's contact number	

Additional Items to Review

Task	Completion Date
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