**Student Services New Employee Onboarding Checklist**

Part 1 of this form should be completed by the area manager or director prior to the new employees first day.

Please submit completed form to area support person or Stephanie Freyermuth

**------------------------------------------------------------- Part 1 ----------------------------------------------------------------**

**Employee Name**

**Department:**

**Position:**

**Does Employee Need Access:**

[ ]  **Datatel**

 **Current or Former Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Or list of necessary screens to perform job:**

[ ]  **SARS**

[ ]  **Etrieve**

[ ]  **Other \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manger Checklist:**

[ ]  Employee Office Location \_\_\_\_\_\_

[ ]  Name Tag Request Submitted

[ ]  Welcome Package

**------------------------------------------------------------- Part 2 ----------------------------------------------------------------**

**Area Support Checklist:**

[ ]  Ticket to Maintenance to Clean Office Space (if needed)

[ ]  IT Ticket to Prepare Computer

 [ ]  IT Ticket to Prepare Phone

[ ] IT Ticket for SARS and/or Etrieve (if needed)

[ ]  Key Request Submitted

[ ]  Colleague New User Form Submitted

[ ] Welcome emails sent (phone list, rainbow sheet, timesheet, etc.)

[ ] Campus Tour