

FIRST DAY

- ! Meet your department
- ! Attend a campus tour
 - *Please contact HR if you would like to schedule a tour of the Bethlehem campus*
- ! Ensure that you have filled out all orientation paperwork including giving original I-9 forms to HR and filling our direct deposit form.
- ! Send a photo of yourself against a neutral background to HR to send to Campus Police who will generate your employee ID.
- ! Get new hire building/ office key(s) from the Business Office Manager and electronic fob from the Campus Technology Coordinator, if applicable.
- ! Confirm 1st week work schedule and discuss summer hours or academic breaks, if applicable
- ! Reach out to Supervisor if any other work supplies are needed

FIRST & SECOND WEEK

- ! Learn any department specific work policies or procedures
- ! Visit moravian.edu/marketing to learn how to work with the Office of Marketing and Communications
- ! Complete institutional anti-harassment & diversity training
- ! Discuss how your position aligns with Moravian University Lancaster Theological Seminary's mission and vision
- ! Review job description and ask your Supervisor any questions you may have
- ! Review campus organizational chart and what each department is involved with

MONTHS 1-2

- ! Check in with Supervisor regarding additional system access, work space, etc. (if needed)
- ! If you have any questions regarding our [Office for Diversity, Equity and Inclusion](#) or if you would like to be involved contact the DEI office at dei@moravian.edu!
- ! Complete training with University systems such as the applicable:
 - Jenzabar
 - 25 Live
 - Drupal
 - Infomaker
 - Catertrax
 - Involvio
 - AMOS
 - PII & Data usage
 - Department specific systems

MONTHS 3-6

- ! Review progress and goals set with Supervisor
- ! Shadow supervisor at meetings/ events
- ! Ensure you are documenting your position's processes
- ! Get involved on campus!

MONTHS 7-12

- ! Discuss again how your position aligns with Moravian University Lancaster Theological Seminary's mission and vision
- ! Discuss career progression at Moravian University Lancaster Theological Seminary
- ! Develop a calendar for yearly projects, due dates, etc.