

FIRST DAY

- ! Meet your department
- ! Attend a campus tour
 - Please contact HR if you would like to schedule a tour of South Campus
- ! Ensure that you have filled out all orientation paperwork including giving original I-9 forms to HR and filling our direct deposit form.
- ! Go to Campus Police to receive an employee ID and parking hangtag (driver's license, registration, and insurance card needed)
- ! Get new hire building/ office key(s) from Facilities, if applicable
- L Confirm 1st week work schedule and discuss summer hours or academic breaks, if applicable
- I. 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
- I. Discuss how your position aligns with Moravian's mission and vision
- I. Review job description and ask your Supervisor any questions you may have
- 1 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 Drupal
- Catertrax

Department

• 25 Live

Involvio

• AMOS

- PII & Data usage specific systems

MONTHS 3-6

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

Infomaker

! Get involved on campus!



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