



New Employee Checklist for Employees

Employee: _____
Supervisor: _____

Division: _____
Department: _____

This checklist has been created to assist a new employee with making a successful transition to Towson University. All new employees should complete this checklist within the first few weeks of employment.

During the First Weeks of Employment:

- Complete all outstanding paper work and finalize benefit options with HR
- View the Online Orientation
- [Register for the University Orientation](#)
- [Register for the Technology Orientation](#)
- Complete the online [Sexual Harassment Prevention Training](#)
- Review the online [Towson University Handbook](#)
- Complete the [Acknowledgement of Receipt and Reading](#) of the online TU Handbook
- View the [Campus Safety Video](#)
- Test OneCard to make sure it is active
- Get acquainted with your work area
- Set up Voicemail

By Three Months, you should know:

- Work schedules, breaks, overtime/comp time provisions
- Requesting time off
- Job duties
- Performance expectations and appraisals
- Functional organizational chart (department/division)
- Functions of department, units within and individuals
- Interrelationships with other departments
- Equipment use and access
- Telephone use
- E-mail account and usage
- Emergency notification information
- Inclement weather procedure