NC STATE UNIVERSITY

New Hire Checklist

Name: _____ Date: _____

- ☐ Offer letter
- ☐ New hire packet
- ☐ I-9 and E-Verify completed
- ☐ Entered into HR system ID# _____
- ☐ New employee orientation – schedule & provide information
- ☐ Discrimination and Harassment Prevention and Response Training – *(This training is mandatory for all categories of employees; however, permanent SPA and EPA employees will receive training during new employee orientation)*

http://www.ncsu.edu/equal_op/harassment.html

- ☐ Regulatory safety information - (*As this is regulatory compliance information please place a check in the box when required training and documentation for each item has been completed*)

http://www.ncsu.edu/ehs/neo/

___ **Manager's Departmental Checklist for Employee Safety Training**
___ **Hazard Communication Program/Training**
___ **Hazardous Material Transportation General Security Awareness**

- ☐ Form – Employee Working Outside of NC, if applicable
- ☐ Request for computer/email access
- ☐ Form – Asset Retrieval Form
- ☐ Request All Campus/Security Badge
- ☐ Parking pass
- ☐ Key request
- ☐ Blank timesheet, if applicable
- ☐ Enter into web leave system
- ☐ Provide departmental orientation

Departmental Specific

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____