

EIU NEW EMPLOYEE CHECKLIST



1. BEFORE YOUR FIRST DAY

- Background Check (if required)
- Drug Screen/Physical/Strength Test (if required)
- Complete Required Forms (Employment and Payroll)
- Obtain your Panther Card ID from Student Services Building
- Purchase your parking permit at eiparking.t2hosted.com/Account/Portal

2. ON YOUR FIRST DAY

- Meet with your immediate supervisor
- Contact ITS at 217-581-HELP or support@eiu.edu for assistance with your email
- Schedule your Benefits Orientation by calling Benefits at 217-581-5825 or email benefits@eiu.edu
- If available, obtain an organizational chart for your department, college, vice president
- Request a copy and review job description
- Ask for a tour of the department and an opportunity to meet colleagues
- If applicable, discuss ADA accommodations, and contact Human Resources for forms and instructions

3. DISCUSSIONS WITH SUPERVISOR:

- How to properly record time entry
- How to report an illness
- Department attire expectations
- Confidentiality
- How to operate departmental equipment
- Inquire about need for access to operating systems (Banner, Argos, etc.) if needed
- Review safe working practices and how to report injuries
- Learn how performance appraisals are conducted
- Locate manuals, materials, and other office supplies provided to meet demands of job and help me be successful
- Obtain a copy and review emergency procedures and routes in the Emergency Handbook at eiu.edu/alerteiu
- Obtain keys from Facilities (form needed from supervisor), located at Facilities Planning & Management
- Learn about records retention processes for your unit (Departmental Records Coordinator should give a copy of Records Retention Schedule to new employees.) Review IGP 136 and 182.1

1. REQUIRED TRAINING REMINDER!

- Complete required training within 30 days of your employment

MY WORK INFO:

Days of work are: _____

Hours of work are: _____

Lunch hour is: _____

Break times are: _____

My work phone number is: _____

My probation period is: _____

My probationary period is scheduled to end on _____, barring extenuating absences and or circumstances

HELPFUL LINKS:

- A to Z Index: www.eiu.edu/atoz.php
- Campus Recreation (Rec Center): eiu.edu/campusrec
- Campus Scheduling: go.eiu.edu/scheduling
- Civil Rights & Diversity: eiu.edu/civil
- CMS MyBenefits: mybenefits.illinois.gov
- EIU Helpdesk (Tech Issues): eiu.edu/panthertech
- Faculty Development & Innovation: eiu.edu/fdic
- Human Resources: eiu.edu/humanres
- Panther Print & Copy Center go.eiu.edu/pantherprint
- PAWS: eiu.edu/pawslogin
- Booth Library: eiu.edu/booth
- Marketing & Communications: eiu.edu/marcom
- Panther Card: eiu.edu/campusid
- Panthermail: eiu.edu/panthermail
- Parking (EIUPD): eiu.edu/police
- Payroll: eiu.edu/humanres/payroll
- University Newsletter: www.eiu.edu/media/newsletter.php