

New Employee Checklist

We want you to have a smooth transition to EIU. This checklist was made to help keep you organized during your first days as a new employee.

Before 1st day at EIU:	Completed
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 https://eiuparking.t2hosted.com/Account/Portal	
The 1st day at EIU:	
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 department, college, VP	
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	
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 http://www.eiu.edu/alerteiu/	
Obtain keys from Facilities (form needed from supervisor), located at FPM	
Learn about records retention processes for your unit (Departmental Records Coordinator should give a copy of Records Retention Schedule to new employees.) Review IGPs 136 and 182.1	
My Work Schedule is:	
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	
*Required Training Reminder	
Complete required training within 30 days of your employment	