Ohio Wesleyan University

NEW HIRE EMPLOYEE CHECKLIST

Before Your Start Date

If you are benefit eligible, you can begin reviewing our benefit options at any time.

Your First Week

Perspectives by CDI:

- Please plan to take this class sometime within the next 30 days.
- 3 hours to complete in total.

Gallup Strengths Training – Faculty/Staff

- Please share your Top Five Strengths with your immediate supervisor. Together, you'll reference this information in many ways, including goal setting, discussions of work duties, and performance feedback.

Within Your First Month of Employment

Introduction to Google Suites

- Information System Overview Training
- Blackboard Platform – Courses Section

OWU Purchasing and Reimbursement Overview Training (Online)

- Purchasing.owu.edu

Staff Council – Meet & Greet (TBD)

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OWU Campus Tour with Abigail McMaster (x3028)

- If your new hire is interested in an OWU campus tour, please contact Abbey McMaster at least one week in advance to confirm availability.
- Preferred campus tour times are 11:00 a.m. and 2:00 p.m.

Public Safety

- Learn about important campus safety information.
- If you are interested in a campus tour, please contact Associate Director Christopher Mickens.

Athletics

- Tour with Abby Stoner, OWU Assistant Athletic Director
- If your new hire is interested in an athletics tour, please contact Abby Stoner at least one week in advance to confirm availability.
- Learn about the athletic facilities, ticket access, and other available resources.
- Location: Edwards Gymnasium

Complete Onboarding Experience Survey