

NEW HIRE EMPLOYEE CHECKLIST

Before Your Start Date

- 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 info in many ways: goal setting, discussion of work duties and performance feedback, to name a few.

Within Your First Month of Employment

- **Introduction to Google Suites**
 - Information System Overview Training
 - ([Black Board Platform](#) – Courses Section)
- **OWU Purchasing, Reimbursement Overview Training (Online)**
 - Purchasing.owu.edu
- Staff Council - Meet & Greet (TBD)
- **OWU Campus Tour with [Abigail McMaster](#) x 3028**
 - If your new hire is interested in an OWU campus tour, please contact Abbey McMaster at least one week in advance to confirm the tour availability.
 - Preferred campus tour times are 11:00am and 2:00pm.
- **New Employee Public Safety**
 - [Learn about important campus safety information.](#)
 - [Monthly from 10:30am - 11:30am \(first Thursday each month\)](#)
- **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 the tour availability.
 - Learn about the athletic facilities, access to tickets as well as other resources.
 - [Edwards Gymnasium](#)
- **Complete**
 - [Onboarding Experience Survey](#)