NEW EMPLOYEE CHECKLIST

Welcome to the Fischler School at Nova Southeastern University! The first day on a new job can be overwhelming. Please use the following checklist to help get you started with your initial first day and week of employment.

On Your First Day:

☐ Tour the building.
☐ Meet your team and/or department.
☐ Meet key people with whom job will interface.
☐ Learn where to buy, store, or each lunch.
☐ Learn key areas.
☐ Set up email account.
☐ Obtain and record NSU ID number.
☐ Complete appropriate requisition forms for software access as needed.
☐ Set up assigned work space.
☐ Set up voicemail.
☐ Receive and read over historical overview.

Within Your First Week:

☐ Obtain and review your job description, including duties and responsibilities.
☐ Ask to meet with your supervisor to discuss your job description and expected work schedule.
☐ Obtain a copy of the departmental policies and procedures.
☐ Review mission and vision statements.
☐ Meet briefly with Employee Support Services representative to go over benefits.
☐ Learn how to use WebSTAR.
☐ Learn how to use MS Outlook Email and Calendar features.
☐ Receive email notification of mandatory new-hire orientation sessions.
☐ Review training calendar for upcoming training sessions.
☐ Become familiar with the Fischler Intranet Network homepage.
☐ Review Fischler and NSU calendars to mark important dates, events, etc.
☐ Obtain a list of key contacts in department.