

New Hire Checklist for Managers/HR Representatives

Checklist Item (As Applicable)	How to Accomplish	Responsible Party	Status
Orientation Date and Time (if benefits eligible)	1) Staff Hires – see Employment Recruiter in HR 2) Faculty Hires – see Kay Manning in HR	Hiring Manager for faculty and staff	
Letter of Offer	KRB Process	Hiring Manager	
Hire Paperwork/Forms	KRB Process	Hiring Manager/HR Representative	
Net ID	New hire form and hire paperwork must be keyed by HR Data Services	Hiring Manager/HR Representative	
Parking hang tag	New hire form and hire paperwork must be keyed by HR Data Services	Hiring Manager/HR Representative	
Emory Card (if hire is benefit eligible)	Orientation Session	HR Staff	
Emory Card (if hire is not benefit eligible)	New hire form and hire paperwork must be keyed by HR Data Services	Hiring Manager/HR Representative completes new hire form and paperwork	
Campus Map	http://map.emory.edu		
Shuttles/Alternative Transportation	http://transportation.emory.edu	New Hire	
PC set-up	Department desktop support	Varies by department	
Network access activation	UTS Service Request	Varies by department	
Phone set up	UTS Service Request	Varies by department	
Long distance access code	UTS Service Request	Varies by department	
Pagers	UTS Service Request	Varies by department	
Cellular phone	UTS Service Request	Varies by department	
Blackberry/Palm and Goodlink account	Local desktop support	Varies by department	
Outlook Accounts for e-mail and calendar	Department desktop support	Varies by department	
Copier machine code	Department designee	Varies by department	
Business cards	Emory Express Punchout AlphaGraphics	Department designee	
Stationary	Emory Express Punchout AlphaGraphics	Department designee	
Office supplies	Varies by department	Department designee	

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P-Card	Finance Website http://www.finance.emory.edu	Department designee	
Order keys and Prox Card Access Requests	Emory Lock Shop http://webfm.fmd.emory.edu/fmit/workRequest/	Department designee	
Campus Tour	Varies by department	Department designee	
Department Announcement	Varies by department	Hiring Manager	
Department Introductions	Varies by department	Hiring Manager	
Department Events and Standing Meetings on Outlook	Varies by department	Varies by department	
Review Confidentiality Policy	http://www.policies.emory.edu/4.79	Hiring Manager	
Review Dress Code	Varies by department	Hiring Manager	
Holiday and Leave Policies	http://www.policies.emory.edu	Hiring Manager	
Work hours, overtime policy, lunch hours, breaks	http://policies.emory.edu/4.40 if paid biweekly	Hiring Manager	
Performance and Development Plan	Forms on HR Web Site: http://www.hr.emory.edu	Hiring Manager	
Professional Memberships and Publication subscriptions	Varies by department	Hiring Manager	
Organizational Mission and Priorities	Link to The Strategic Plan Website: http://www.emory.edu/strategicplan	Hiring Manager	