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Indiana University-Purdue University Fort Wayne (IPFW) is northeast Indiana’s premier educational institution with strong commitment to providing educational excellence to our students and our community. Our faculty and staff are our most valuable resource.

You are among more than 1,500 capable, dedicated professionals who are vital to enabling our campus to be a desired place to pursue an education and livelihood. Your job is important to what IPFW is and the exciting strategic direction in which we are moving.

Starting a new job is exciting and challenging; we also understand that it can be a stressful time. We have developed an onboarding program to help reduce some of the uncertainty and to help you become a successful member of the University. Adjusting to a new job and environment takes time; at IPFW we have divided this process into five phases; Preparing for the First Day, the First Day, the First Week, the First Month, and Future Actions.

Everything is new, the people, systems, language, and culture. It is everyone’s responsibility to help you successfully assimilate into our culture and become a productive member of the department and the University. Keep this guide at hand for easy reference; it is designed to keep you informed of what to expect from others, what will be expected of you and to assist with your transition into this new position.

Welcome, we are excited to have you join our IPFW family.

IPFW is a Best in Class Employer...Recommended by Employees! We received this distinction based on our UMatter@IPFW Employee survey results. According to HR Solutions, the independent consulting firm that conducted the survey reported that our Overall Satisfaction and Employee Engagement scores were within the top 10% of their normative database. HR Solutions database includes responses of over 2.2 million employees from over 2,100 organizations. Over 80% of employees stated benefits, campus environment, co-workers, and physical working environment were main contributors to their overall job satisfaction at IPFW.

HUMAN RESOURCES
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Kettler Hall, Room G56
Fort Wayne, IN. 46805-1499
Phone: (260) 481-6840
TTD/TTY: (260) 481-6082
www.hr.ipfw.edu
To make your transition as smooth as possible, before your first day, you should complete the following activities.

I. Review, sign and return official offer letter to your new supervisor

II. The welcome letter and new hire paperwork has been mailed to you from Human Resources; complete the paperwork and locate necessary documentation for the I-9 form as stated in the paperwork
   - If you are uncertain of how to complete the paperwork or have questions about the necessary documentation, please contact Karen Forbess at (260) 481-6096

III. Your new supervisor or a department representative may contact you to welcome you and discuss any specific ways you should prepare for your first day of employment and what to expect on your first day

IV. The following websites have been included to provide information and answer questions:

   - www.ipfw.edu
   - www.hr.ipfw.edu
   - http://www.purdue.edu/faculty_staff_handbook/
   - www.hr.ipfw.edu/benefits/purdue.shtml
   - http://www.purdue.edu/hr/Benefits/newEmployees.html
   - www.ipfw.edu/policy/
   - www.ipfw.edu/campus/maps/
   - www.ipfw.edu/health/
   - www.ipfw.edu/childcare/
   - www.ipfw.edu/cssac/
   - www.ipfw.edu/apsac/

Tips/Strategies: Try to complete everything sooner rather than later, so you can relax and be rested on your first day!
Your first day is about getting acclimated to the University, department, your work area, learning about policies/procedures, and getting to know the people who make the University the success that it is.

I. Unless otherwise indicated, you should report to your department.

II. Each Supervisor approaches your first day slightly differently, but the goal is to welcome you and give you the information you need to get started. The Ambassador or Supervisor may do the following:
   A. Show you to your work area so that you may store personal items securely/safely
   B. Provide keys to you for work area, desk, filing cabinets, etc.
   C. Provide copy machine card
   D. Tour department
      1. Restrooms
      2. Break Rooms
      3. Copy Machine, Fax Machine and any other appropriate equipment
      4. Supplies Area
      5. Fire Extinguishers/Alarms
      6. Exits (Stairs/Elevators); cover Fire and Tornado evacuation procedures, etc.
      7. Recycle Bins, Shredding Bins, etc.
      8. Introduce to co-workers, etc.
   E. Guide you to Human Resources for your appointment with Karen Forbess
   F. Tour campus; you may be taking a walking tour, part of which is outside. You may want to wear comfortable shoes and dress according to the weather.
   G. Tour Walb Student Union and assist you in obtaining an Employee Badge and Office Keys
   H. Guide you to Support Service Bldg to acquire “A” parking tag if desired
III. The Supervisor may review the following with you:
   A. Purpose and goals of the department
   B. Work Hours
   C. Dress Code
   D. Timecard Procedures/Overtime Regulations/Payroll deadlines (if applicable)
   E. Absent/Tardy Notification Procedures
   F. Request for Time Off Procedures
   G. Reporting accidents on the job; safety issues
   H. If applicable, cover appropriate “Right to Know” information (Hazardous Materials, Material Safety Data Sheets (MSDS), etc.)
   I. Performance evaluation process
   J. Probationary period
   K. Who to contact with respect to specific questions; i.e., Supervisor, Payroll, Benefits, Human Resources, etc.

IV. What to bring on your first day:
   A. The On Boarding Guide for New Employees
   B. Identification in order to complete your I-9 form, unless already provided to Karen Forbess in HR. The required documents must be presented to Human Resources before or on the first day of employment.
   C. Your completed forms: (Unless already provided to Karen Forbess in HR)
      o Federal Tax Form (W-4)
      o Indiana Tax Form (WH-4)
      o Employee Information Form (Form 13)
      o HR/AAO Self-Identification Compliance Form
      o Direct Deposit Application (attach a “voided check” or account verification from bank)
      o Background Check Form

Tips/Strategies: Keep this guide with you. It’s for you to write on and refer to often.
Your first week will be spent learning about the University, your role, and the tools that will help you work productively.

I. After your first day, you may be on your own a little more, but that does not mean you are without support. Feel free to call on your Supervisor, Ambassador, Co-Workers, and Human Resources as needed.

II. The Supervisor or Ambassador may complete the following with you:
   A. Provide you a copy of the Campus Telephone Directory
   B. Demonstrate how to operate the office phone
   C. Provide you with the department phone numbers and your direct phone number, if applicable
   D. Provide you with Police Department phone numbers, explain the Alert Phone Number system, and any other appropriate phone numbers
   E. Explain phone usage expectations, assist with set up of voicemail and suggested voicemail greetings, etc.
   F. Explain IPFW acronyms (refer to Campus Telephone Directory)
   G. Explain the campus mail system/procedures
   H. Explain the campus bus and city discounted tickets, the areas the bus covers, and what is available in the general campus area (shopping/food/gas stations, etc.)
   I. If applicable, explain storing documents/files, reserving conference rooms, travel & expense reports
   J. Discuss the Organizational Chart (department and university)
   K. Confirm New Employee Orientation (NEO) date and time
   L. Provide additional department/university written material for you to review

III. You may begin working on your first project or completing various job duties

IV. At the end of the week the Supervisor may meet with you to see if you have any questions or concerns

Tips/Strategies: Relax. No one is expecting you to be immediately 100% productive. You were hired based on your experience and skills. Use these first weeks to better understand the position requirements and how you can contribute.
Over the first month, you should begin to get settled into your role, learn more advanced knowledge, and demonstrate your value by beginning to contribute to your department.

I. If you have not already begun working on your first project or completing various job duties anticipate this occurring in your first month

II. Your Supervisor may review the following with you:
   A. Discuss the performance review process
   B. Follow-up with you on the department/university written material that was provided in the 1st week of employment and see if you have any questions
   C. Review computer systems/programs, GroupWise, OnePurdue, MyIPFW, IPFW website and any other appropriate computer programs/systems. Explain resources or activities available (campus activities, wellness programs, fitness center, policies/procedures, locating faculty/staff, etc.)

III. Review any questions/concerns that may have arisen. Discuss if more training is needed in any area.

**Tips/Strategies:** To help keep track of the many activities in this guide and your schedule, use your GroupWise Calendar and Schedule Features.
Your orientation and learning does not end after the first month. Your training and development can take on many shapes and forms; IPFW encourages continuous learning.

I. Your Supervisor will confirm the following with you:
   A. New Employee Orientation (NEO) attendance
   B. If applicable, meeting with Benefits Administrator regarding benefits

III. Review progress/performance

IV. Review training up to this point
   A. Are you comfortable with the amount of training
   B. Was the training presented properly
   C. Do you have suggestions for improving training
   D. Do you feel you need additional training, if yes, what areas

V. Set goals for the year

VI. Review any questions/concerns that may have arisen and continue to ask questions as they arise

**Tips/Strategies:** Human Resources and your Supervisor are here to serve you well beyond your orientation period. Feel free to ask questions of us anytime.
Checklist – New Employee Preparing for 1st Day of Employment

☐ Review, sign and return official offer letter to your new supervisor

☐ Complete the new hire paperwork
  ___ Federal Tax Form (W-4)
  ___ Indiana Tax Form (WH-4)
  ___ Employee Information Form (Form 13)
  ___ HR AAO-Self Identification Compliance Form
  ___ Direct Deposit Application (A voided check or account verification from bank is required)
  ___ Background Check Consent Statement

☐ Locate necessary documentation for the I-9 form and complete the following:
  Employment Eligibility Documents – The Immigration Reform and Control Act (IRCA) requires employers to verify an employee’s right to work in the United States. Prior to your first day of work, you must first complete Section 1 of the U.S. Citizenship and Immigration Services’ Form I-9, Employment Eligibility Verification. To access the electronic form, visit the IPFW Human Resources site at www.ipfw.edu/hr. Click the link titled, “Electronic I-9 for new hires/rehires,” login and complete Section 1 of the Form I-9. You will then be provided a list of acceptable documents. The required documents must be presented at Human Resources on your first day of employment

☐ Contact made by supervisor or a department representative to provide a welcome and discuss any specific ways to prepare for the first day of employment and what to expect on the first day

☐ Review websites that were included in New Employee Guide to provide information and answer questions:
Checklist – New Employee’s 1st Day

The Supervisor or department designee may do the following:

- Show you to your work area

- Provide keys for desk, filing cabinet, etc. (If applicable)

- Provide copy machine card (If applicable)

- Tour department

- Guide you to Human Resources for your appointment with Karen Forbess

- Tour campus and go to Walb Student Union to acquire Employee Badge and Office Keys

- Guide you to Support Service Bldg to acquire “A” parking tag, if desired

- The Supervisor may review the following with you:
  - Purpose and goals of the department
  - Work Hours
  - Dress Code
  - Timecard Procedures/Overtime Regulations/Payroll deadlines (if applicable)
  - Absent/Tardy Notification Procedures
  - Request for Time Off Procedures
  - Reporting accidents on the job; safety issues
  - If applicable, cover appropriate “Right to Know” information (Hazardous Materials, Material Safety Data Sheets (MSDS), etc.)
  - Performance evaluation process
  - Probationary period
  - Who to contact with respect to specific questions; i.e., Supervisor, Payroll, Benefits, Human Resources, etc.

What to bring on your first day:

- The On Boarding Guide for New Employees

- One or two forms of identification in order to complete your I-9 form, unless already provided to Karen Forbess in HR

- Your completed new hire paperwork, unless already provided to Karen Forbess in HR
Checklist – New Employee’s 1st Week

The Supervisor or department designee may complete the following with you:

☐ Provide a copy or access to the Campus Telephone Directory

☐ Demonstrate how to operate the office phone

☐ Provide the department phone number and your direct phone number, if applicable

☐ Provide you with Police Department phone numbers, explain the Alert Phone Number system, and any other appropriate phone numbers

☐ Explain phone usage expectations, assist with set up of voicemail and suggested voicemail greetings, etc., if applicable

☐ Explain IPFW acronyms (refer to Campus Telephone Directory)

☐ Explain the campus mail system/procedures

☐ Explain the campus bus and city discounted tickets, the areas the bus covers, and what is available in the general campus area (shopping/food/gas stations, etc.)

☐ Explain storing documents/files, reserving conference rooms, travel & expense reports, if applicable

☐ Discuss the Organizational Chart (department and university)

☐ Confirm New Employee Orientation (NEO) date and time

☐ Provide additional department/university written material for you to review

☐ Begin working on your first project or completing various job duties

☐ At the end of the week the Supervisor may meet to follow-up with you to see if you have any questions or concerns
Checklist – New Employee’s 2nd Week – 1st Month

Your Supervisor may review the following with you:

- If you have not already begun working on your first project or completing various job duties anticipate this occurring in your first month
- Discuss the performance review process
- Follow-up with you on the department/university written material that was provided in the 1st week of employment and see if you have any questions
- Review computer systems/programs, GroupWise, OnePurdue, MyIPFW, IPFW website and any other appropriate computer programs/systems
- Explain resources or activities available (campus activities, wellness programs, fitness center, policies/procedures, locating faculty/staff, etc.)
- Review any questions/concerns that may have arisen
- Discuss if more training is needed in any area
Checklist – New Employee’s Future Actions

Your Supervisor may confirm the following with you:

- New Employee Orientation (NEO) attendance
- Meeting with Benefits Administrator regarding benefits, if applicable
- Review progress/performance
- Review training up to this point
  - Are you comfortable with the amount of training
  - Was the training presented properly
  - Do you have suggestions for improving training
  - Do you feel you need additional training, if yes, what areas
- Set goals for the year
- Review any questions/concerns that may have arisen and continue to ask questions as they arise