

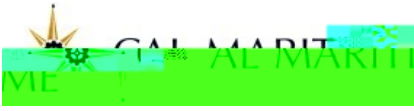
Employee Name: _____

Start Date: _____

Email: _____

Telephone Number: _____

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Employee Name: _____

Start Date: _____

Email: _____

Telephone Number: _____

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Provide critical firstday information	When to arrive (time) Where to park Where to report What to wear Work schedule Campus Environment (i.e. review Campus Map, Dining, etc.)		1 week
Setup Voice Communications	Voicemail Phone Directory	<ul style="list-style-type: none"> • Front Desk Receptionist • IT 	2 days
Identify and setup "required" training	Assign Required Training	<ul style="list-style-type: none"> • HR • IT • Risk Management 	2 days

Facilities	https://www.csum.edu/web/facilities-management
Human Resources	http://www.csum.edu/web/hr/
Information Technology	https://www.csum.edu/web/faculty-and-staff/it
Procurement	http://www.csum.edu/web/fiscal-services/resources
Academic Technologies	https://www.csum.edu/web/academic-technologies/