Employee Name: _____   Start Date: _____

Email: _____   Telephone Number: _____

Employee Name: _____   Start Date: _____

Email: _____   Telephone Number: _____

Provide critical first day 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	• Front Desk Receptionist • IT	2 days
Identify and setup "required" training	Assign Required Training	• 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/