



College of Science
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New Employee Checklist
 (see the [on-boarding procedure](#) for more details)

Employee Name:	G:	Email Address: @gmu.edu
Telephone Number: x3-	Employee Type:	Position #:
Title:	Supervisor:	Department:
Office Room Number: _____ Lab Room Number: _____	Start Date:	6 month review:
11 month review:	Performance Evaluation Cycle: 7/1-6/30 OR 10/25-10/24	

Prior to the Employee’s Arrival:

- Create a new personnel file (hardcopy and/or shared drive)
- Have their workspace ready: desk, chair, computer, phone, and supplies.
- Order keys, door codes, swipe card access.
- Set up system access, including, but not limited to: Banner (if classified), Blackboard (if faculty), Patriot Web, Microsoft Outlook.
- Contact COS IT team for help ordering and setting up new computer at cosit@gmu.edu.
- Contact COS Facilities Manager if the new employee has any operational needs or specialized lab needs, e.g. additional power, etc..

When the New Employee Arrives:

- Review office procedures, standards and schedules, lunch break, computer security, and other office protocols.
- Ensure that the new employee has visited the New Employee Welcome Center (NEW) to complete important new hire paperwork, e.g: **I-9**.
- Review electronic time sheet procedures. (<https://patriotweb.gmu.edu/>)
- Schedule the required training : Export Control Compliance, Sexual Harassment Prevention, a eVA, BANNER, eWork, other _____
- Add the new employee to appropriate listservs and MESA shared drives

Within Two Weeks of Employment:

- Provide the employee with a position description and review work tasks and duties with them.
- Sign the Employee Work Profile (Classified Staff) or Position Description (Administrative Faculty) with the employee and route copies appropriately.

Completed by: _____ Date ____ / ____ / ____