

New Employee Onboarding Items

We want to help you get acclimated quickly, feel welcome to our Cal Poly community, and become productive right from the start. This list of items for you, the newest member of our Cal Poly community, may be helpful in thinking about how to get started.

Before You Arrive

Welcome

- Confirm your start date, time and other applicable details with your supervisor/manager.
- Review and complete new hire intake packet that was attached to your emailed offer letter.
- Review new employee information online.
 - [Programs and Policies Orientation](#)
 - [New Employee webpage](#)
 - [Parking and commuter options](#) and a review of the Cal Poly [map](#)
 - [Faculty-Staff Associations](#) which are social and community-building groups for Cal Poly faculty and staff
- What to bring on your first day:
 - Identification card(s). Please review this [list of acceptable forms of identification](#)
 - Social security card
 - New hire intake packet materials that were not electronically submitted
 - Welcome email, which will serve as your parking pass for your first day (present the email at the Visitor's Center kiosk at the Grand Avenue entrance)

First Day

Welcome

- Members of your new team will be eager to meet you. Prepare for a warm welcome.

Schedule, job duties, expectations

- Visit Payroll to ensure all new hire paperwork and other requirements have been addressed.
- Check in with your new manager/supervisor to find out your activities for the first week.

Work environment and administrative information

- Procure key(s) and other access as appropriate.
- Procure a PolyCard.
- Review your department or building-specific safety and emergency information, location of fire extinguishers and exits, and emergency evacuation procedures.
- Examine your workspace to ensure you have the supplies needed and request additional supplies as applicable.
- Familiarize yourself with other work locations, including restrooms, first aid supplies, break/lunch areas, meeting spaces, supply areas, and other locations.

- Learn about confidentiality and security specific to your area and role. This may include computers, physical security, data classification standards, who to call when reporting an absence, and how your manager/supervisor can contact you in case of an emergency.
- Share your preferred name and details for business cards, name tag, uniform, nameplate, or other pertinent items.
- Ask to be added to appropriate internal and external email and distribution lists.

Technology

- Meet with your manager/supervisor to find out about supplied technology such as computer, tablet, monitor, printer, and software.
- Meet with your Information Technology provider to find out about network information, security, training, and other services which may include access to phone, email, portal, and listservs.
- Request access to necessary programs and Department-specific systems.

General

- Enroll in the [New Employee Orientation](#) which offers a great way to connect to campus culture, colleagues and information as you prepare for a rewarding career here at Cal Poly.
- Keep a list of important information, names of those you meet, and existing questions that you can ask of your new manager/supervisor.
- Seek out those who can be helpful to you as you acclimate to your new job. In most cases, new employees find that Cal Poly is a community with many individuals willing to help if they can. Just ask!
- Check in with your new manager/supervisor – just to let them know how you’re doing.
- Take it one step at a time! There’s a lot to know and to learn, so don’t become overwhelmed and do feel comfortable asking questions (even more than once!)
- Remember: We ALL want you to be successful!

First Week

Job specific...

- Ask about communication styles and guidelines such as internal routing/information systems, incoming and outgoing mail, email routing, informing staff of schedule, etc.
- Learn administrative staff responsibilities and procedures for requesting work to be completed such as ordering supplies, preparing mass mailings, preparing documents, filing, coordinating events and activities, etc.
- Learn procedures regarding office equipment, supplies and materials which may include audio-visual items, stored materials/supplies, copying and scanning, and office etiquette.
- Review your specific performance expectations with your manager/supervisor, how the probationary period at Cal Poly works, and when you can expect your performance to be evaluated.
- Review your specific short term assignments as appropriate with your manager/supervisor.

Administrative

- Review your Benefits and enroll in those that meet your needs/situation.

- Confirm with your manager/supervisor that you will attend the [New Employee Orientation](#).
- Explore the [Cal Poly Portal](#) and relevant Cal Poly websites.
- Explore the [Cal Poly Learning Hub](#) to find view the multitude of learning opportunities you now have access to, and determine the trainings you've already been assigned.
- Familiarize yourself with network drives, file structures and naming conventions.
- Take time to get your office/work space location set up and organized – just the way you like it!
- Review the mission, vision and values of your area and division.
- Review campus priorities and strategic plan.

In general...

- Check in with your new manager/supervisor – just to let them know how you're doing.
- Breathe! Take it one step at a time! There's a lot to know and learn so don't become overwhelmed, and do feel comfortable asking questions (even more than once!)

First 30-60 Days

In general...

- Be proud of yourself – you're learning!
- Check in with your manager/supervisor regularly to ask questions, inform them about your efforts, check in about the progress of your performance, and get guidance on next steps.
- Participate in applicable learning and growth opportunities by reviewing what's available on the [Cal Poly Learning Hub](#), [Lynda.com](#), and the webpages for [University Diversity and Inclusion](#), [Employee and Organization Development](#), and the [Center for Teaching, Learning and Technology](#).
- Check out the list of [Sweeteners](#) which highlights employee advantages including discounted and free resources, access to campus events and various opportunities to get involved in growing and learning.
- Walk around campus – you may even want to take a [campus tour](#).

Benefits...

- There are certain decisions regarding Benefits that need to be made within the first 60 days. Ensure that you've made those decisions and enrolled as appropriate (see [Benefits](#) website).