



Employee:

Job Title:

Employee ID# _____ Unity ID _____

Supervisor _____ Start Date _____

Completed by before employee start date:

Submit Extension New Employee Request Form https://newton.ces.ncsu.edu/new_employee/

FIRST DAY

Complete I-9 through eVerify process within 3 days of employment Date: _____

Review county information, local brochures, university information, etc.

Introduce new hire to employee(s) to whom they should address general and ongoing questions:

Name(s): _____

Tour of facility, Inside and Out including:

❖ **Inside**

- Restrooms & Water fountains
- Mailrooms, Workrooms, Copy/Fax Center, File and Supply rooms
- Kitchen/Breakrooms, Cafeteria, Vending, Coffee service rules
- Emergency exits and egressing
- Bulletin Boards or other miscellaneous attributes (suggestion box, conference rooms, etc.)
- Building security – alarm instructions (if applicable)
- Employee’s office - provide keys or access cards, arrange signage, door or name plates

❖ **Outside**

- Grounds and other attributes
- Parking

- Provide introductions to department staff, key personnel and organizational chart
 - Extension personnel
 - County personnel
 - Building liaison, maintenance & housekeeping contacts
 - Review communication protocols regarding each group
- Access [MyPack Portal](#) and begin Information Technology (IT) protocols
 - Access [Technology To Do List](#) from IT Department
 - Logging in, Password & Shibboleth - Check IT website [2-factor](#) authentication
 - Complete the Information Security and Privacy Acknowledgement (ISPA) form online, go to:
MyPack Portal>Employee Self Service >Personal Details >ISPA Form >I Agree
 - Access Extension's Intranet: <https://intranet.ces.ncsu.edu/>
 - Continue review of MyPack Portal and IT protocols through the first week of employment.
- Review N.C. Cooperative Extension [Onboarding](#) materials
 - Make preparations to attend Orientation for your university Date: _____
 - Register to attend Mentoring Program Training Date: _____
 - Begin Self-guided, Online Onboarding Date: _____
 - Begin or Register for Subject Matter Specific Training Date: _____

FIRST WEEK - Human Resources, Information Technology and Onboarding

- Attend N.C. State Extension New Employee Orientation (details in offer letter) Date: _____
- OR**
- Attend N.C. A&T New Employee Orientation (details in welcome information) Date: _____
 - Obtain N.C. A&T New Employee Checklist

- Continue [MyPack Portal](#) Review
 - Personalization Content & Layout
 - MyLinks
 - Employee Self Service
 - Leave System
 - Payroll Deduction
 - NC4 / W4
 - Enroll in benefits after Orientation
 - Direct Deposit
 - Learning & Development

- Continue [Technology To Do List](#) from IT Department and this list:
 - Who is the Information Management Agent: _____
 - Unity ID Password Set up
 - Configuring email
 - Extension Directory
 - NC State Directory
 - Your image
 - Ordering ID Card
 - Areas of Responsibility
 - Cybersecurity Training
 - other miscellaneous items
- Hardware and Software
 - Email
 - Social Media
 - Listservs
 - Websites
 - Bookmarks
 - Microsoft Office Suite, including Shared Drives and [Calendars](#)
 - Databases
 - Intranet
 - Where to get help: CES_HELP@ncsu.edu Software ? _____ Hardware? _____

FIRST MONTH - Policies, Procedures and Onboarding Continued

- Review Key Policies - most are found in here
 - NC State Website: <https://www.ncsu.edu/>
 - Extension Intranet <https://intranet.ces.ncsu.edu/>
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, UPS, other)
 - Business Cards & Name Badge
 - Purchase requests & Office supplies
 - Emergency procedures
 - Phone#s _____
 - Dialing 911 _____
 - One Stop Shop and ERS (if applicable)
 - Pcard Training & Applying (if applicable)
 - Update your profile in the [Employee Database](#)
 - How to and county protocols for updating, publishing on website
 - Telephones – operating and etiquette
 - Voicemail set up & Away messages
 - Reserving and using conference rooms
 - Picture ID badges (if applicable)

- Travel processes – TAs before & TRs after
- [CALs Business Operations](#)
- [Branding & Marketing](#)
- Eventbrite
- PCI Compliance
- Addressing and assisting Visitors
- Cell phones (if applicable)
- Procedure for making suggestions
- State Vehicle Guidelines & Protocols

TRAINING and POSITION INFORMATION

- Introductions to teams
- Review job assignments and training plans as member of each team and responsibilities
- Review schedule, hours allocated to different projects, ongoing and new assignments
- Familiarize with standing meeting schedules, roles and expectations for each meeting
- Arrange for training on all office equipment and protocols regarding them: Copiers, Postage Meters, Fax Machines, etc.
- Arrange training specific to the particular position, i.e. Leave Coordinator, KABA timekeeping for COSS Admins, or New Professionals or Supervisor Training for EHRA personnel.
- What is [XLMS](#) and when do you use it?
- Professional Associations: _____
- [Extension Awards Overview](#)
- [Faculty and Staff Tuition Waivers](#)
- You will be assigned a Mentor as part of your Onboarding process: _____
- Work with Supervisor and Mentor to identify key Specialists, Area Agents, Portals and other subject specific resources and events

ADDITIONAL CONTACTS and OTHER RESOURCES

- District Extension Director (DED): _____
- Regional Extension Director (RED): _____
- CALs Extension Human Resources:
 - Human Resource Specialist – Stacey Jordan – sljorda3@ncsu.edu 919-515-1377
 - Leave & Benefits Coordinator - Steve Norris – Steve_Norris@ncsu.edu 919-515-1383
 - Interim COD and Human Resource Manager – Nikki Kurdys – Nikki_Kurdys@ncsu.edu 919-515-1382
- N.C. A&T Human Resources Personnel Coordinator - Donna Holland - hdonna@ncat.edu
- Evaluation & Accountability - Meredith Weinstein - meredith_weinstein@ncsu.edu
- Organization Development Leader - Shannon Brooks – Shannon_Brooks@ncsu.edu
- [Marketing and Branding](#) Including business cards, templates, image archive, logos, required statements and more. For N.C. A&T employees, your Personnel Coordinator orders business cards.
- [Extension Online Store](#) - check out [Employee Columbia Shirts](#) for your *free* first shirt!
- [Video Conferencing with Zoom](#)
- County specific information:

- Identify Advisory Committees
- Identify Volunteer Groups
- Extension Disaster Education Network (EDEN) and Emergency Preparedness
- Annual Combined Campaign
- [Faculty & Staff Assistance Program](#)
- Library access: <http://www.lib.ncsu.edu/>
- State Employees Association of North Carolina (SEANC): <https://www.seanc.org/>
- State Employees Credit Union: <https://www.ncsecu.org/>
- [Wolfperks](#)