



Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_



Employee ID# \_\_\_\_\_ Unity ID \_\_\_\_\_

Supervisor \_\_\_\_\_ Start Date \_\_\_\_\_

Completed by County Computer Contact before employee start date:

[Submit Extension New Employee Request Form](#)

**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 Extension Information Technology (EIT) protocols
  - Access [Technology To Do List](#) from Extension 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 Benefits Orientation for your university Date: \_\_\_\_\_
  - Register to attend Mentoring Program Training Date: \_\_\_\_\_
  - Begin Self-guided Online Onboarding Moodle course Date: \_\_\_\_\_
  - Begin or Register for Subject Matter Specific Training Date: \_\_\_\_\_

#### **FIRST WEEK - Human Resources, Information Technology and Onboarding**

- Continue [MyPack Portal](#) review (for NCSU employees specifically)
  - Personalization Content & Layout
  - Employee Self Service
  - Leave System
  - Payroll Deduction
  - NC4 / W4
  - Enroll in benefits after Orientation
  - Direct Deposit
  - Faculty/Staff Tuition Waivers
- Continue [Technology To Do List](#) from EIT Department and this list:
  - Unity ID Password Set up
  - Configuring email
  - Extension Directory
  - NC State Directory
  - Ordering ID Card
  - Areas of Responsibility
  - Cybersecurity Training
  - Email and applicable listservs
  - Social Media
  - Important websites/bookmarks
  - Google Suite - shared Drives and Calendars
  - Content databases
  - Extension Intranet (internal employee use) <https://intranet.ces.ncsu.edu/>

- Where to get help: [CES\\_HELP@ncsu.edu](mailto:CES_HELP@ncsu.edu)

## **FIRST MONTH - Policies, Procedures and Onboarding Continued**

- Review Key County Policies
  - 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)
  - 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)
  - [CALS Business Operations](#)
    - Travel - Submitting Travel Authorizations and Travel Reimbursements
  - Extension Branding & Marketing
  - Eventbrite
  - PCI Compliance
  - Addressing and assisting Extension office visitors
  - Cell phone policy
  - 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
- Arrange training specific to the particular position, i.e. Leave Coordinator, Wolftime timekeeping for COSS Admins, or New CED Training for CEDs. Extension Early Career Conference applies to ALL new county-based personnel (offered every 6 months)
- Review [XLMS](#) and when to use it
- Professional Association related to your position: \_\_\_\_\_
- 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

- Discuss County Advisory Council details with CED

#### **OTHER RESOURCES FOR NEW EMPLOYEES**

- District Extension Director (DED) if new hire is a NC State employee: \_\_\_\_\_
- Regional Extension Director (RED) if new hire is a NC A&T employee: \_\_\_\_\_
- [CALS Extension Human Resources](#)
- [Extension Organization Development](#) (Eleanor is your contact for onboarding!)
- [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](#) - once you have your Unity ID, log in and follow the instructions on this page to get your first Extension shirt for free!
- [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: <https://hr.ncsu.edu/benefits-and-wellness/perks/>