First days at a new job can be stressful. Here’s a checklist to help you orient your new employee and make their first impression of Pacific a memorable one.

- Don’t keep your new employee waiting around on their first day. Be ready for them.
- Make sure you’ve made an appointment to bring your new staff person to Human Resources to fill out paperwork and receive benefits information.
- Make sure they have their Email Account, Boxer ID Card, and Parking Permit.
  
  After all the required new hire paperwork has been completed and entered into Datatel by Human Resources, University Information Services will set up the new employee’s e-mail account in approximately 24-48 hours. Call the HELP DESK at ext.3132 or email help@pacificu.edu for specific questions regarding e-mail. Once their employee data has been entered into system, please bring your new employee to:
  
  - Pacific Information Center in Washburn Hall to get a Parking Permit.
  - Campus Public Safety office at 2128 College Way, to have a photo taken and receive a Pacific University Boxer ID Card

- Make sure their desk/office is stocked with supplies and ready for them.
- Contact the Facilities Department to obtain office keys.
- Give them their Telephone # and UC Box #.
- Tell them the location of restrooms.
- Tell them about lunch and break periods and the location of lunch/break facilities (make sure the new staff member has an invitation to lunch on the first day of work).
- Take them on a tour of campus.
- Did he/she get signed up for PUNN when first logged in to “My Account” on the Pacific University home page?
- Introduce them to people in the department and to those in other departments with whom the new staff member will be working. Introduce them to your leader.
- Explain department-specific practices (how to ask for time off, who to call if sick, appropriate dress, how to answer the telephone, etc.).
- Arrange for any special training they need to do their job (accounts payable, purchasing, budget, Datatel, etc). Make sure they have time to complete any orientation requirements (sexual harassment training).
- Give them a copy of your division’s organizational chart.
- Give them a list of contact people that they will need to know.
- Explain the orientation period review and your performance expectations. Show them the Performance Management Review form so they know what to expect.
- Celebrate their arrival. Put a notice in PUNN to let the campus know that you added a new member to your team.

PLEASE ATTACH THIS CHECKLIST TO YOUR 90-DAY ORIENTATION REVIEW WHEN YOU TURN IT INTO HUMAN RESOURCES