New Hire FAO / Supervisor To Do List
Pre First Day

EE Name: __________________________
EE ID: ___________________  

☐ Ordered Supplies  
  * computer  
  * printer  
  * Other equipment needed  
  * pens, pencils, stapler, etc.

☐ Assigned a Buddy

☐ Welcome phone call or email to review first day logistics (parking, itinerary, etc.)

First Day

☐ Introduction to Buddy
☐ System Access Request
☐ Department specific trainings  
  Example: Epic, UCRFS Totals

☐ Policy guideline pamphlets  
  * Ebuy  
  * Epay  
  * I Travel  
  * Entertainment

☐ Share Development Opportunities  
  * EOD, Campus, Development Office, SOM Professional Development

First Month

☐ Tour of Facility / Facilities  
☐ Virtual tours of additional SOM facilities

At Three Months

☐ Send 3 month probationary evaluation paperwork to HR ticket system

At Six Months

☐ Send 6 month probationary evaluation paperwork to HR ticket system

New Hire FAO / Supervisor To Do List
Pre First Day

EE Name: __________________________
EE ID: ___________________  

☐ Ordered Supplies  
  * computer  
  * printer  
  * Other equipment needed  
  * pens, pencils, stapler, etc.

☐ Assigned a Buddy

☐ Welcome phone call or email to review first day logistics (parking, itinerary, etc.)

First Day

☐ Introduction to Buddy
☐ System Access Request
☐ Department specific trainings  
  Example: Epic, UCRFS Totals

☐ Policy guideline pamphlets  
  * Ebuy  
  * Epay  
  * I Travel  
  * Entertainment

☐ Share Development Opportunities  
  * EOD, Campus, Development Office, SOM Professional Development

First Month

☐ Tour of Facility / Facilities  
☐ Virtual tours of additional SOM facilities

At Three Months

☐ Send 3 month probationary evaluation paperwork to HR ticket system

At Six Months

☐ Send 6 month probationary evaluation paperwork to HR ticket system