

**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

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