NEW EMPLOYEE MILESTONES

FIRST 10 DAYS
- Meet supervisor and team
- Get familiar with your building and workspace
- Receive keys or other required equipment
- Review the following with your supervisor:
  - Job description
  - Organizational chart
  - Policies & procedures of department/division
  - Holiday hours
  - Dress code
  - Leave requests/reporting
  - Time keeping
  - Adverse weather policy (mandatory or non-mandatory)
- Activate PirateID
- Further review ECU HR policies, procedures, and handbooks
- Complete Phase 2 of orientation (video and quiz on Cornerstone)
- Participate in Phase 3 (optional) of orientation (schedule a campus tour)
- Get OneCard (bring ID and offer letter)
- Familiarize yourself with your benefits
- Order & pickup parking pass (temporary pass expires 2 weeks post-orientation date)
- Ensure your work area is equipped with everything you need (make sure you’ve registered for any necessary trainings and have access to required systems)
- Identify important contacts and resources for information
- Check eligibility for tuition waver and textbook loan program if interested
- If applicable, familiarize yourself with:
  - Copy machine and fax use
  - After-hours and weekend access
  - Financial account numbers
- Travel and reimbursement information
- Campus mail services
- Office safety protocol
- Record retention/sensitive information security
- Computer and email access (any further software or hardware you need)
- File servers (e.g. SharePoints, OneDrives, etc.)

FIRST 30 DAYS
- Complete entry checklist with supervisor
- Confirm job description
- Complete “Employee Best Practices in Information Security” training

FIRST 60 DAYS
- Select retirement plan and notarize
- Complete “Conflicts of Interest, External Professional Activities for Pay” and the “AIR System” training (EHRA employees only)

FIRST 90 DAYS
- Complete the “Diversity, Inclusion, and Equal Opportunity at ECU” Cornerstone training

PROBATIONARY PERIOD
- At projected end of your probationary period, ensure that:
  - No negative leave balance exists
  - Job is right for you
  - You receive “Meets Expectations and Satisfactory” supervisor ratings