



## 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**
- Get OneCard (bring ID and offer letter)**
- Familiarize yourself with your benefits**
- Order 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)**
- Complete "When Lightning Strikes, How to Recognize & Respond to an Extreme Violence Event" 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