

# MONTANA TECH

## New Employee Checklist

### Checklist

#### First Day

- |  |  |
|--|--|
| <input type="checkbox"/> Complete HR Paperwork   | <input type="checkbox"/> Yes!  |
| <input type="checkbox"/> Get your ID/790   | <input type="checkbox"/> Sent via e-mail or stop by HR   |
| <input type="checkbox"/> Logging in  | <input type="checkbox"/> Retrieve user name and <a href="#">password</a>   |
| <input type="checkbox"/> Reset Password  | <input type="checkbox"/>   |
| <input type="checkbox"/> Visit Montana Tech's Portal System<br><a href="#">MyMtech</a> | <input type="checkbox"/> Complete Required Training under "Learning" Courses you are enrolled in. <ul style="list-style-type: none"><li><input type="checkbox"/> FERPA*</li><li><input type="checkbox"/> Information Security*</li><li><input type="checkbox"/> HR Training</li><li><input type="checkbox"/> Kognito (recommended)</li><li><input type="checkbox"/> *Completed training required before access to systems granted</li><li><input type="checkbox"/> I.T. Help Desk 406-496-4244</li></ul> |
| <input type="checkbox"/>   | <input type="checkbox"/> Get your <b>Parking Pass (underneath Important Links/General Resources/Parking Decal)</b>   |
| <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="checkbox"/> Sign and Review Role Description (classified positions)       | <input type="checkbox"/> Review with supervisor and ask questions if you need clarification<br><input type="checkbox"/> Return to HR   |
| <input type="checkbox"/> Get your Digger Card  | <input type="checkbox"/> Visit Digger Card Office to get Digger Card (Employee ID (need to know ID/790))   |
| <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="checkbox"/> Download the Campus App                                       | <input type="checkbox"/> <a href="#">Campus App Directions</a>   |

#### First Week

- |  |   |
|--|---|
| <input type="checkbox"/> Review Department Policies          | <input type="checkbox"/>  |
| <input type="checkbox"/> Review University Policies          | <input type="checkbox"/> Here<br><input type="checkbox"/> <a href="#">I.T. Policies</a>   |
| <input type="checkbox"/> Review Faculty/Staff Handbook       | <input type="checkbox"/> <a href="#">Handbook</a>   |
| <input type="checkbox"/> Get to know the Strategic Plan      | <input type="checkbox"/> <a href="#">Strategic Plan</a>   |
| <input type="checkbox"/> Complete benefit and pay statements | <input type="checkbox"/> Reanna to send Casey links<br><input type="checkbox"/> Ask Questions<br><input type="checkbox"/> Join Wellness |
| <input type="checkbox"/> Visit Employee Dashboard Cyberbear  | <input type="checkbox"/> <a href="#">Cyberbear</a>  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>  |
| <input type="checkbox"/>                                     | <input type="checkbox"/>  |

#### Socialization

- |   |   |
|---|---|
| <input type="checkbox"/> Join a Campus Committee          | <input type="checkbox"/> List of Committee's?                               |
| <input type="checkbox"/> Visit the HPER gym               | <input type="checkbox"/> Employees get a free membership (need Digger Card) |
| <input type="checkbox"/> Visit Mail & Copy Center         | <input type="checkbox"/> SUB 105  |
| <input type="checkbox"/> Visit the Student Union Building | <input type="checkbox"/> Have a bite to eat! <a href="#">Dining Menu</a>    |
| <input type="checkbox"/> Walk around Campus               | <input type="checkbox"/> Get to know the place.                             |
| <input type="checkbox"/> Visit the Campus Calendar        | <input type="checkbox"/> <a href="#">Calendar and Schedules</a>             |

I have reviewed and completed the checklist.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_