NEW PART-TIME EMPLOYEE CHECKLIST

This checklist is designed for employees new to non-benefit eligible positions (generally referring to adjunct faculty, part-time or Work Study employees)

PRIOR TO START DATE

☐ Complete New Hire Packet for your position type (faculty, regular part-time or Work Study)

This packet is accessed on the HR website or by picking it up in the HR Office, Headwaters Complex, Building B, number 27 on the campus map.
YOU MUST SUBMIT THESE FORMS TO HUMAN RESOURCES PRIOR TO START DATE

FIRST DAY

☐ Meet your Supervisor or an appointed person to learn about office setting and meet your co-workers
☐ Discuss timesheet procedures and due dates
☐ Tour of department/building, including restroom, break room, etc.
☐ Review the Safety features (fire extinguisher, emergency exit, first aid kit, stairs, etc.)

FIRST WEEK

☐ Complete the “Preventing Harassment” online training requirements found on the HR website www.nic.edu/hr under New Employee Forms
☐ Review links to the Policies and Procedures Manual, http://www.nic.edu/policy/. As a NIC employee, you are responsible to adhere to all the policies/procedures of NIC.
☐ Learn about accessing office supplies and your work environment
☐ Review performance expectations