



## Staff Onboarding Form Human Resources

Welcome to Michigan Technological University! This form is designed to assist new and transferring employees in completing all essential paperwork and support their integration into their new role at Michigan Technological University.

Completed forms should be sent to Human Resources with the first probationary review for new staff, or within one month of an employee's promotion or transfer.

It is recommended that this form is completed as a team – the employee and their supervisor, or a selected mentor from the department. Please note that not all items will apply to each position/department.

### ***New Hire Paperwork and Access***

*These items are completed during the Huskies New Employee Orientation held bi-weekly.*

- Employee travels to the Van Pelt and Opie Library to visit the Library and IT Service Center to do the following:
  - Obtain your Michigan Tech ID – bring a photo ID and the ID and Parking Authorization form provided during the orientation.
  - Obtain your Michigan Tech Initial Sign On (ISO) Password
- Employee travels to the Administration Building to visit Transportation Services to obtain a Parking Permit – bring a photo ID, vehicle registration(s), and the ID and Parking Authorization form provided during orientation.
- Michigan Tech Employee Basic Safety Overview** will be completed during orientation and recorded in Banner PPACERT.

### ***New Hire Resources***

Visit the following pages to learn more about the University and our community.

- Michigan Tech Home Page - <https://www.mtu.edu/>
- Human Resources - <https://www.mtu.edu/hr/>
- Board of Control Policies - <https://www.mtu.edu/bot/governance/policies/>
- Strategic Plan - <https://www.mtu.edu/stratplan/>
- Fast Facts - <https://www.mtu.edu/about/facts/>
- Fact Book <https://www.mtu.edu/institutional-research/fact-book/>

### ***Department Introduction and Tour***

- Show the employee where their office/desk/cube is located and explain security requirements.
- Escort the employee through the office for introductions to meet the department staff.
- Provide an office tour – mailroom, conference rooms, restrooms, kitchenette use/expectations.
- Explain break/lunch times and show where the break/lunch areas are located.
- Show the employee where office supplies are located and explain the ordering process.
- Explain things unique to your department – retreats, celebrations, traditions, etc.
- Provide a campus tour geared toward your department.
- Provide the employee with an organizational chart, if available.

**Computer Access and Availability**

- Explain shared office equipment– printers, fax, specialty equipment, etc.
- Identify and obtain system access needs – Banner access, payroll functions, network drives, etc.
- Invite the employee to standing departmental meetings and share calendar access.
- Help employee subscribe to departmental list serves.
- Explain Information Technology (IT) User Services Help Desk (7-1111, ithelp@mtu.edu).
- Show employee where a computer is for their use. (AFSCME)

**Other University and Department Functions**

- Explain the purpose of departmental and group meetings.
- Explain what Tech Today is and guide the employee to subscribe to it if they wish.
- Help employee set up voice mail and discuss departmental phone etiquette.
- Order a name plate and/or business cards.
- Request any necessary keys or card swipe access from the Public Safety website.
- Schedule Michigan Tech Safety Orientation through your department liaison.
- Explain fire alarm procedures, radio usage (if applicable), and incident report documentation.
- Contact the library to learn about its services/take a tour for you and your family 906-487-2500 or library@mtu.edu

**Time Reporting**

- Explain procedures for vacation use and sick time. Refer them to their union contract if applicable.
- Explain web time entry, time reporting and/or shift reports.
- Discuss standards of dress and explain “Husky Friday.”
- Explain any uniform and safety shoe requirements.

---

Employee Name (Please Print)	Department	Hire Date
------------------------------	------------	-----------

---

Employee Signature	Date
--------------------	------

Completed forms should be sent to Human Resources with the first probationary/progress review for new staff, or within one month of an employee’s promotion or transfer.