NEW EMPLOYEE CHECKLIST

Before you begin your journey at FIU, you should . . .

- Complete and submit a sign-on packet to Human Resources
- Request a copy of your position description (Administrative and Staff only)
- Review and/or download the University Policies at www.fiu.edu/hr
- Contact departmental support staff to order textbooks, instructional materials, and resources (Faculty only)

On your first day at FIU, you should . . .

- Attend New Employee Experience (NEE)
- Complete and submit a sign-on packet to Human Resources (If not submitted prior to your first day)
- Obtain a temporary parking decal (Issued during NEE) if not received prior to your first day

During your first week at FIU you should . . .

- Obtain an FIU One Card from (MMC-Gold Parking Garage or BBC-Wolfe University Center Room 143
- Benefits – Visit People First website: http://peoplefirst.myflorida.com (1-866-663-4735) OR schedule an appointment with a HR Benefits Representative to select benefit options (You have 60 calendar days from your effective hired date to enroll in health and supplemental insurance plans and 90 days to select retirement plans and options)
- Complete and submit key request forms (If applicable) http://facilities.fiu.edu/keyrequest.asp
- Submit an application for a permanent parking decal http://parking.fiu.edu or visit the Department of Parking and Transportation located in PG5 on the ground floor
- Review and familiarize yourself with FIU’s values, mission, and University policies and procedures www.fiu.edu/hr
- Begin to utilize University resources, services, and professional development opportunities available to you at http://professionaldevelopment.fiu.edu/

Upon arrival to your Department, you should schedule a meeting with your supervisor to discuss:

- Departmental mission and goals
- Departmental policies and procedures
- Dress code
- Work schedule(s) and protocol for time keeping
- Your role and responsibilities
- Performance standards and assessment criteria for your position
- Specific functions of your department and how you will impact and support the job functions of your teammates
- How to obtain/order office supplies and other tools or resources
- Guidelines and protocol for after hours work area access