

HIRING OFFICIAL CHECKLIST

- **At time of Interview:**
 1. Have applicant complete the Employee Disclosure Form
 2. Have applicant complete the Fire Safety Form
 3. Contact Jennifer Hargis (1882) to confirm applicant is eligible for hire
 4. Confirm application (question number 13) indicates the applicant can prove employment eligibility
 5. Have applicant sign Direct Deposit Acknowledgement Form

- **After Applicant accepts offer:**
 1. Complete PAF
 2. Complete Information Technology Authorization Form
 3. Order office keys and submit request for access to buildings by completing the University Police Key Request Form
 4. Complete Affirmative Action Report

- **Before Day 1:**
 1. Notify department of new hire
 2. Prepare workspace (new supplies, maintenance needs, etc.)
 3. Consider scheduling meetings for employee's first few weeks with key contacts across campus
 4. Inform new employee they will meet with the HR Analyst (Colleen Hammock) in Human Resources (HR) on day one (please make Colleen Hammock in HR aware of the time and date you plan to bring employee over)
 5. Inform new employee to bring employment eligibility documents with them on day one (will need for meeting in HR). For more information about what is required, contact the UAM HR Office
 6. Order new employee business cards from Graphic Design & Copy Center (if needed)

- **On Day 1:**
 1. Take new employee to HR to receive/complete new paperwork and employment eligibility documents
 2. Give a tour of the office space and introduce employee to coworkers
 3. Check in with employee at the end of first day

- **Week 1:**
 1. Check in with new employee daily
 2. Ensure technology is fully functional
 3. Ensure employee is scheduled for any appropriate trainings
 4. Introduce employee to campus partners
 5. Discuss performance goals for the first 90 days

- **After 90 Days (Classified positions only):**
 1. Complete the 90 day Performance Evaluation