

Information Technology Quickstart

Target Audience: Hiring Supervisor/ Hiring Manager

Goal: The Information Technology Quickstart is list of checklist of items for hiring supervisors and managers to consider to optimize the first day experience for new employees.

When to Use: As soon as a new employee is hired and start date is identified.

| Complete √ | To Do |
|---------------|---|
| | Department coordinates with Employee Services and Operations to hire a new employee. Upon determining the start date, this is the time to start working with Information Technology to have a computer and computer account(s). |
| | Notify the Director of User Support Services if the position is a brand new position. |
| | For positions that are considered re-hires (a position that was vacant and then filled), contact the Help Desk to coordinate computer readiness for the new staff or faculty. |
| | Items to consider (where applicable): |
| | <ul style="list-style-type: none"> • Computer Network Account • Other Accounts <ul style="list-style-type: none"> ○ Banner ○ PeopleSoft ○ Fortis ○ Departmental Mailbox ○ Other _____ • Computer Setup / Contact Help Desk • Special Software • Telephone <ul style="list-style-type: none"> ○ FAC (Long Distance Code) ○ Telephone Name Display ○ Unified Messaging / Voicemail • Other Items (if applicable) <ul style="list-style-type: none"> ○ Keys ○ Proximity Access Card for parking/key pad areas ○ Pager ○ Cell Phone ○ PDA / Mobile Devices ○ Phone stipend ○ Other _____ |
| | Contact ESO to confirm New Employee Orientation. If none is scheduled for the week, be prepared to send employee to ESO. Arrange for Parking and Photo ID. |
| | <ul style="list-style-type: none"> ○ Parking |
| | <ul style="list-style-type: none"> ○ Photo ID |
| | Identify training and development opportunities: <ul style="list-style-type: none"> • Employment Services and Operations • Information Technology |

If you have any questions or concerns, contact your IT Help Desk at 713-221-8031.