Joining a large organization like Rensselaer Polytechnic Institute, can be an intimidating and challenging experience. So many forms to fill out, people to see and departments to visit! A successful orientation requires the combined efforts of the supervisor, the employee, and the Division of Human Resources to effect a smooth transition to campus life.

The checklist below is designed to help you quickly review information related to benefits and services, job responsibilities, and workplace policies and procedures. All new employees are required to attend a New Employee Orientation session.

**BEFORE YOU START**

- Return your signed letter of offer to Human Resources prior to your hire date.
- Locate your employment verification and visa (if applicable) documents, and determine if they are current.
- Complete your New Hire Packet from the Division of Human Resources
- Return the completed New Hire Packet and sign the I-9 form in person to the Division of Human Resources at the Gurley Building, 2nd Floor, 21 Union Street, Troy, NY 12180.
- Retain your copy of the policies from your New Hire Packet for your records.
- Confirm that your department has registered you for a New Employee Orientation session.
- Determine if you are eligible for employee benefits and retirement plans; and review the information about critical enrollment deadlines in your New Hire Packet.
- If you do not have a local Capital Region address at the time of your hire, you can later update your address information by completing the Name/Address Change Form which is available online through the Division of Human Resources’ web page at [http://www.rpi.edu/dept/hr/forms.html](http://www.rpi.edu/dept/hr/forms.html).
- Learn how to apply for a parking permit, if applicable, by calling the Parking Office at (518)276-6616, or by visiting the Public Safety Visitors’ Center.
DURING YOUR FIRST WEEK

☐ Attend a New Employee Orientation hosted by the Division of Human Resources

☐ Confirm with your departmental payroll representative that your hiring documents and the New Hire Packet forms have been processed through Payroll so that you can obtain a Rensselaer ID and enroll for benefits.

☐ Learn how to obtain a Rensselaer ID by calling (518)276-6670, or by visiting the ID desk in the Rensselaer Union. Please note that your new hire paperwork, as well as any department paperwork is needed in HR before you can obtain an ID card.

☐ Obtain building keys and/or access cards required for your work area.

☐ Find out how and when your Institute email account will be assigned to you. Learn more about how these accounts are assigned by calling Rensselaer’s Help Desk at (518)276-7777, or by visiting the Help Desk located in the Voorhees Computer Center (VCC). Please note that your new hire paperwork, as well as any department paperwork is required by the Division of Human Resources before you can obtain an email account or computer account.

DURING YOUR FIRST 30 DAYS

☐ If you are a benefits eligible faculty or staff employee, complete a Benefit Election Form and deliver the form to the Division of Human Resources within thirty (30) days of your date of hire.

☐ Review the retirement and benefits packet you receive from your department along with on-line benefits information to ensure that you fully understand your plan options.

☐ If your job duties require access to any Institute administrative systems, find out if access has been requested and if you have been scheduled for training classes.

☐ If you are required to drive or repair an Institute-issued vehicle (or drive your own vehicle as part of your duties), make sure you have a valid driver’s license. Your driver’s record may be screened and you may be required to attend training classes.

☐ If you will be handling hazardous materials, contact Environmental Health & Safety at (518) 276-2318 to determine what training courses are required.
AFTER YOUR FIRST THREE MONTHS, YOU SHOULD KNOW...

About Your Job
☐ how the department is organized
☐ your department’s mission, goals, and fiscal year performance plan
☐ the specific functions of your section/unit
☐ who you report to
☐ your duties and responsibilities
☐ your specific work week and scheduled work hours
☐ the performance standards for your position
☐ the length of your probation period
☐ how performance planning and evaluation is managed, by whom, and how often
☐ your supervisor’s expectations regarding attendance and tardiness
☐ the procedure for requesting time off
☐ the procedure for reporting absences
☐ when staff meetings are held
☐ how you will be trained and by whom
☐ career development opportunities available to you

About Your Work Environment
☐ Where your department’s copy of the Human Resources’ Policy and Procedure Manual is located
☐ your colleagues and their job functions
☐ your assigned work area and the office
☐ furniture and supplies you will be issued
☐ who to call for service or assistance
☐ the dress code for your area or unit
☐ the rules regarding food in your area
☐ the proper operation and care of computers and office equipment
☐ how to use the phone systems and e-mail
☐ the policies for making personal and long-distance phone calls
☐ how to access the internet for Rensselaer information and services
☐ where the restrooms, fire exits and break room are located
☐ how to obtain/order office supplies or other tools or resources
☐ the rules for after hour access to your work area
About Your Pay
- your rate of pay
- if overtime is ever required and how it is managed
- the time recording procedure for your area
- the Rensselaer paydays and how paychecks are distributed in your department
- travel and reimbursement procedures
- how to sign up for direct deposit
- when your lunch period is and if it is flexible
- how break periods are scheduled, and frequency of breaks
- your accrual of leave time
- your eligibility for and how you use leave time
- Rensselaer's holiday schedule
- the paid leave policies
- the unpaid leave policies
- how jury duty, voting, bereavement, and military leaves are administered

About Your Rights and Responsibilities
- the safety requirements of the job
- what formal training courses are required
- how to access information on Rensselaer’s policies and procedures that govern your employment
- the benefits, services and resources available to you and your family
- the appropriate use of confidential information
- Rensselaer’s policies on equal opportunity, standards of conduct, performance and behavior, progressive discipline process, sexual harassment, drugs or firearms in the workplace, email use and other safety and security policies
- what to do if you are injured or suffer a work-related illness on the job
- campus resources available to you if you are experiencing problems at work