**BEFORE-YOUR-FIRST-DAY CHECKLIST**

* First, it is recommended that you process for WVU Payroll one week before your start date, if possible (refer to the [Payroll website](https://payroll.wvu.edu/new-employees-payroll-forms/documents-to-bring-with-you) for documents to bring with you for payroll processing)
* After processing for payroll and receiving your WVU ID and employee number, go to [login.wvu.edu](https://login.wvu.edu/self-service/) to claim your account. During the process, you will be given your username and you will create your password. The first time you try to log in to a secure WVU system, like Outlook, you will be prompted to set up [Duo two-factor authentication](https://wvu.teamdynamix.com/TDClient/KB/Default?CategoryID=3626). Follow the instructions on a computer, but also have your smartphone or Duo display token ready to complete setup.
* Benefits-eligible employees should schedule a [Benefits Session](https://talentandculture.wvu.edu/new-employees/first-day/new-employee-benefits) or process remotely
* Confirm with your supervisor how you should dress and where you should park on the first day after attending New Mountaineer Onboarding (NMO)

**YOUR FIRST-DAY CHECKLIST**

* Arrive for New Mountaineer Onboarding (NMO) by 8:15 a.m. (One Waterfront Place – Floor 3, Room 3117)
* If you haven’t already processed for payroll, do so immediately following NEO (refer to the [Payroll website](https://payroll.wvu.edu/new-employees-payroll-forms/documents-to-bring-with-you) for documents to bring with you for payroll processing)
* Pick up your Mountaineer ID Card at Payroll after attending New Mountaineer Onboarding. You can also get your card at an ITS Service Center in the Mountainlair or Bennett Tower. Health Sciences Center employees should go to Room G-350 of the Health Sciences Center to get their card.
* Return to your work location and follow up with supervisor
* Meet your co-workers
* Take a tour of the office with your supervisor or assigned colleague and learn the location of common office equipment and supplies and where other important areas are located (e.g., breakrooms, kitchens, restrooms, etc.)
* Secure building keys and access codes
* Ask your supervisor about their management style
* Discuss your specific work schedule, meal and rest breaks and hours of operation
* Discuss with your supervisor what happens when you are absent from work so that you gain understanding of why your team needs you and how an absence can create a burden on others
* Ask your supervisor if there is a mentor on staff who will serve as your “buddy”
* Set up your office phone password and voicemail message
* Display your WVU Values poster (received in NMO) in your work area
* Review security and safety procedures for your building (e.g., where to meet in case of a building evacuation, location of emergency exits, etc.)
* If you are interested in purchasing University parking, visit the [Transportation and Parking website](https://transportation.wvu.edu/parking) for more information

**Visit the** [**New Employee**](https://talentandculture.wvu.edu/new-employees) **section of WVU’s Talent and Culture website for more.**

**YOUR FIRST-WEEK CHECKLIST**

* Discuss your position and duties
* Ask your supervisor about any simple tasks you can get started on
* Discuss required and relevant training and workshops for your position with your supervisor and enroll in available upcoming sessions
* Discuss the importance of good job performance and its effect on receiving merit increases (when applicable)
* Work with your supervisor to schedule your probationary period review for six months after your hire date and talk about the core performance elements upon which you will be evaluated and the performance descriptors. Ask which are most important in your job.
* Review the [WVU Employee Code of Conduct and WVU Values](https://talentandculture.wvu.edu/employee-code-of-conduct) with your supervisor
* Familiarize yourself with the [Classified Employee Handbook](https://talentandculture.wvu.edu/employee-relations/handbooks) (for Classified staff) or the [Faculty Handbook](https://talentandculture.wvu.edu/employee-relations/handbooks) for Faculty and/or Faculty Equivalent Academic Professional positions
* Ask supervisor about office protocol in general (e.g., check-in and check-out procedures, cell phone use and personal calls, etc.)
* Ask your supervisor if there is a specific way you should answer the phone
* Review pay and leave policies and understand how to properly request leave with your supervisor
* Review how to request personal leave and how to properly report off if you cannot report to work for sick reasons
* Review and discuss [inclement weather procedures](https://talentandculture.wvu.edu/policies-forms-and-resources/hr-policies/inclement-weather-emergency-closures-compensation) with your supervisor
* Review the Employee Assistance Program [Faculty and Staff Assistance Program](https://talentandculture.wvu.edu/wellness-and-perks/programs-services-and-discounts)
* Review the WVU [Academic Calendar](https://provost.wvu.edu/academic-calendar) and [Holiday Schedule](https://talentandculture.wvu.edu/benefits-and-compensation/holiday-schedule)
* Explore your department’s webpage and/or other relevant publications
* Make sure your supervisor or administrative assistant has added you to any applicable listservs, email groups, Microsoft Teams or other departmental messaging tools.
* Check with your supervisor about ordering business cards
* Meet with your supervisor if possible at the end of the first week to discuss how your first week went (any surprises, challenges, etc.) and how to prepare for the next week

**YOUR FIRST 60 DAYS (TWO MONTHS)**

* Schedule meet-and-greets with important stakeholders, partners and customers
* Solicit feedback from your supervisor about your progress to date

**YOUR FIRST 90 DAYS (THREE MONTHS)**

* Meet with your supervisor to discuss how your employment is going (progress, any surprises, challenges, areas for improvement, questions, etc.)
* Ensure that you have completed any required compliance training

**YOUR FIRST 180 DAYS (SIX MONTHS)**

* Your supervisor should schedule and conduct your six-month probationary performance review by or before the completion of your first six months
* Discuss completed compliance training and future training needs

**YOUR FIRST YEAR**

* Congratulations on your one-year anniversary with West Virginia University!
* Continue to work with your supervisor on individual and team objectives and key results