

Prior to New Hires Start Date

- Coordinate space assignment with [Facilities Management](#)
- Coordinate computer/phone installation with [HWCOM IT](#)
- Request [PantherSoft](#) system access (if applicable)
- [Request for business cards](#) (if applicable)
- Prepare office supplies
- Send new employee a welcome message indicating where and when they should report to work.
- Send an e-mail introducing the new employee to your team and those that will collaborate with the individual.

Once New Employee Starts

- Review job description and expectations
- Discuss work schedule and approval/reporting process for leave requests
- Provide department/HWCOM primary phone extensions employee will utilize
- Inform importance of completing mandatory trainings (HIPAA/FERPA/Compliance/Non Exempt time and Labor (If applicable))
- Inform new employee of any additional trainings required per your department (if applicable)
- Ensure that your new hire has requested swipe key access and/or submitted physical key requests (if applicable). Approve the requests accordingly.
 - [Swipe key access](#)
 - [Physical keys](#)
- Go over department and HWCOM organizational chart (request from [HWCOM-HR](#))
- Review policies and procedures
- Provide a tour of department/HWCOM and introduce Faculty and Staff
- [Discuss HWCOM Strategic Plan](#)
- Meet with new employee at the end of the first week to answer questions, inquire about their first week experience, and provide direction for the next few weeks.

If you have any questions and/or need additional guidance, please feel free to contact HWCOM Human Resources at 305.348.0621 or via email at comhr@fiu.edu