TEXAS STATE
HUMAN RESOURCES

Month 1: New Employee Checklist

Well done for making it to your one-month milestone!

Use the following checklist to check off your first month's tasks.

- ☐ Schedule regular one-on-one meeting with your immediate supervisor or employee(s) on your work role and expectations. Request ongoing feedback.
- ☐ Make final decisions about dental, optional insurance benefits, and TexFlex through ERS (30 day window of opportunity).
- ☐ Attend New Employee Welcome (NEW) based on your assigned date (second Friday of each month after first day of employment).
- ☐ Review the new employee required notices located on the New Employee Notices website.
- ☐ Network with peers across Texas State. Consult with your supervisor and colleagues on networking opportunities.
- ☐ Learn about the different committees, teams and volunteer opportunities both on and off campus.
- ☐ Learn how to access free Employee Assistance Program (EAP) services, including perks and discounts and register to participate in our WellCats program, if desired.
- ☐ Visit the Athletics website to learn about our teams and purchase tickets to support our Bobcats!
- ☐ Support the arts by visiting our Performing Arts Center and learn about our upcoming music, dance, and theatrical events.
- ☐ Complete online required trainings (must be completed within 30 days of employment).
- ☐ Complete other required training for your job, as assigned by your supervisor or department, and continue to review the learning and development opportunities available to you.
- ☐ Understand your division's mission, goals and core functions and how it ties to Texas State's mission and values.
- ☐ Stay current with news by reading the HR news, policies, and resources.
- ☐ Download the Texas State mobile app, available in Google Play and iTunes, to stay connected.
- ☐ Learn about upcoming University events for San Marcos and Round Rock campuses.
- ☐ Check out Office 365 and start taking advantage of the amazing productivity tools.
- ☐ Log in to LinkedIn Learning to learn about software tools or soft skills needed to help you succeed at Texas State.