

New Staff Member Checklist

Welcome to NU!

Please refer to the lists below to get settled into your department and NU community.

First Week:

- Log-in to your NU email and change your password
- Stop by IT (in the Barton Building) to have your photo taken for your ID card
- Register your vehicle with Campus Security (see letter from Security from orientation)
- Download the Elerts app on your phone to be notified of any campus emergency warnings
- Sign up for NU Alerts in “My Profile” on Eagle
- Read the Staff and Employee Manuals on Eagle and return the “Acknowledgement Form” to HR
- Watch NU Orientation video sent during your first week from HR

First 30 Days:

- If benefit eligible, review your benefit packet, and contact HR to schedule a benefit election appointment and address any questions you may have.
- Review your job description with your supervisor and set 90-Day goals
- Complete any pending compliance training issued by HR (position specific)
- Complete 30-Day survey sent from HR

First 90 Days:

- Complete 90-Day evaluation with supervisor

First 6 Months:

- Review the list below for ideas on how to get involved in our community
- Complete 6-month survey sent from HR

Ways to Get Involved at NU

- ❖ Join us during the academic year for Staff/Faculty chapel on the third Wednesday of each month. (check with your supervisor or a colleague for specific dates)
- ❖ Attend the annual employee BBQ in August to kick-off the new academic year.
- ❖ Attend the annual Staff/Faculty Christmas party.
- ❖ Check with Campus Ministries and Student Development to see what volunteer opportunities are available.
- ❖ Take advantage of your Tuition Remission benefit and considering taking a Personal Enrichment course.