Onboarding New Staff – Tips from Weinberg College IT

Before the new employee starts

❑ Order technology equipment (computer, software, and any needed accessories)

❑ Contact Weinberg College IT to have the computer imaged in advance, and schedule an appointment to finalize computer set up on the new employee's first day

❑ Arrange access to common shared resources (Calendar, Box, RDSS, Quest, etc.)

❑ If research software (Matlab, SPSS, SAS, etc.) will be required, this is a good time to purchase/order the software

❑ Arrange for phone installation

❑ Confirm NetID and Email address

Employee's first day

❑ Provide information for setting up voicemail

❑ Ensure that employee has set up a new NetID password

❑ Confirm that Email, printer, Box, website editing, CrashPlan PRO, etc. are configured

❑ Confirm that research software is installed and employee is able to use it