



## 12 Month New Hire Checklist for Supervisor/ Department Chair

- Schedule the new hire's New Hound Orientation and campus tour with HR
- Ensure new hire has all work supplies needed to perform job, clean desk or work area if needed
- Order name plate for office and update mailbox or cubby, if applicable
- Order business cards and magnetic nametag by contacting [marketing@moravian.edu](mailto:marketing@moravian.edu), if applicable
- Retrieve building/ office key(s) from Facilities, if applicable
- If the employee will need a computer or phone, the supervisor must complete the New hire Computer & Telephone Request Form and get appropriate signatures. [Find the form here.](#)
- If the phone number is in place of the incumbent, contact the IT help desk or [ithelp@moravian.edu](mailto:ithelp@moravian.edu)
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- Introduce new hire to department and any departments that they will be interacting with regularly
- Take new hire on tour
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