

Welcome to Austin Peay – Your First Year

Becoming Oriented

Prepare for your start date

Speak with your supervisor so you understand:

- Where to go,
- What to wear,
- What time to arrive,
- Where to park,
- Explore the [New Employee Onboarding \(NEO\) page](#)

1st Day through end of 1st week

- Attend New Employee Orientation.
- Report to your department immediately after orientation.
- Submit your retirement selections, if applicable, during your benefits orientation.
- Meet with your supervisor to discuss department protocols (meet colleagues, lunch, timesheets, performance evaluations, etc.).
- [Obtain your Gobs ID](#)– Morgan University Center – 2nd Floor Room 207.

1st 30 Days

- Work with your supervisor to understand the expectations for your job.
- Attend your Benefits Orientation session and submit enrollment documentation.
- Get to know department heads and other key stakeholders at APSU.

90 Day Check-in with HR

- HR Check-up (comfort in new role, clear job expectations, etc.).
- Discuss any issues and/or concerns regarding benefits/paycheck questions). *HR will contact you.*

Congratulations on your 1st Anniversary

- Meet with your supervisor to discuss your professional development so you can continue to grow successfully in your role.
- *Contact HR if you have any questions and/or concerns.*

Offer Accepted

Start Date

30 Days

90 Days

6 Months

End of 1st Year

Additional Information

Complete New-Hire Paperwork

- Review offer letter for information and instructions on how to complete required new hire paperwork.
- Watch for email with instructions about completing your Form I-9 via TrueScreen.
- Watch for welcome email from HR containing important access and employee information.
- Pay attention to your “**Employee Classification**” for easier navigation.
- Complete Next Steps on the [New Employee Onboarding \(NEO\) page](#).

Enroll in Benefits within your first 30 days

- Visit [APSU Benefits page](#) to review available options.
- Complete benefits enrollment.
- For assistance, contact benefits@apsu.edu.

Complete Required Trainings as required for your position

- Visit “Next Steps” on the [New Employee Onboarding \(NEO\) page](#) to access information about trainings.
- Watch for email from the Office of Equal Opportunity/Affirmative Action regarding sexual misconduct trainings.
- Work with your manager/supervisor to understand which particular trainings you will need to complete.

LEARN. GROW. LEAD.

- Proactively seek out resources to climb the learning curve of your new role.
- Browse Professional Development opportunities on [LEARN. GROW. LEAD](#) and discuss interests with your manager/supervisor.

1st 6 months

- Continue to establish a peer network.
- Check in with your manager/supervisor to make sure you are on track with meeting work expectations.
- You will receive your six-month probationary evaluation.

BE A GOV!

