

NEW EMPLOYEE

WHAT DO I DO ON DAY 1?

♥ Welcome to the Mustang Family!



WE'RE GLAD YOU'RE HERE!

This checklist will help you get settled, get informed, and start your journey with confidence.

1 WELCOME & GET SETTLED



- ☐ You'll be personally welcomed and shown to your workspace.



- ☐ You'll have the supplies you need to get started. Ask how to request more.



- ☐ You'll be introduced to your department team.



- ☐ You'll take a tour of key locations (restrooms, break room, mailroom, cafeteria, etc.).



- ☐ You'll learn how to use office equipment (copier codes, phone system, fax, etc.).



- ☐ You'll see the department bulletin board with important info (EEO, OSHA, FMLA, job postings, etc.).

2 GET INFORMED & CONNECTED



- ☐ You'll receive your New Employee Welcome Packet with campus info & activities.



- ☐ You'll learn about New Employee Orientation (NEO).



- ☐ You'll get an overview of department structure, culture, history, and environment.



TIP:
Don't hesitate to ask questions - we're here to help you succeed!

3 COMPLETE ESSENTIAL TASKS



- ☐ Set up your MUSTANG account for email & electronic services.



- ☐ Submit required license/certification documents (driver's license, trade license, certifications, etc.).



- ☐ Get your Employee ID Card (if you don't have one already).
hr.wnmu.edu/cardservices



- ☐ Explore your department's website and what applies to your role.



- ☐ Access Employee/Department info via Directory Services.
wnmu.edu/directory



- ☐ Complete the Conflict of Interest Form (check your HR email).



- ☐ Order uniforms, shirts, & PPE (if applicable).



- ☐ Receive keys (if applicable). Request via Facilities & Operations.
[Contact: Bre Anne Springer](#)



- ☐ Meet with your supervisor at the end of the day to review, ask questions, and share feedback.

4 FIRST 30 DAYS BUILD CONFIDENCE



- ☐ Learn your role, priorities, and how success is measured.



- ☐ Complete required training and explore learning opportunities.



- ☐ Build relationships with your team and key campus partners.



- ☐ Ask questions and seek feedback to grow and improve.



- ☐ Check in regularly with your supervisor to discuss progress and goals.



- ☐ Look for ways to contribute your ideas and add value.

5 ONGOING GROW WITH US



- ☐ Stay connected with your supervisor, team, and the WNMU community.



- ☐ Review your goals and progress regularly.



- ☐ Continue learning and developing your skills.



- ☐ Build relationships across campus and support one another.



- ☐ Celebrate your progress and the difference you make every day!

MUSTANG PRIDE!



POSITIVE ATTITUDE

We choose optimism, solutions, and the belief that we can make a difference.



RESPECT

We value every person and treat others with dignity, kindness, and fairness.



INSTILLING A SENSE OF GENUINE CARE

We lead with empathy, support one another, and care deeply about our community.



DRIVING CONSISTENCY (PROCESS & PRESENTATION)

We follow through, maintain high standards, and deliver quality in all that we do.



EMBRACING DEFINING MOMENTS!

Ordinary to extraordinary. We seize opportunities, grow from challenges, and create impact together.



REACH OUT ANYTIME!

We're here to support you every step of the way.



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