

New Employee Checklist

This checklist is designed to provide you with initial guidelines for your employment at RBC. Your supervisor will assist you with completing the items listed below.

Prior t	to First Day		
	Confirm appointment with Office of Human Resources for fingerprinting & New Hire Paperwork		
	Confirm arrival time for first day at work		
	Confirm work days and hours		
	Know when, where, and to whom to report for first day of work		
	Know where to park		
	Familiarize yourself with dress code/uniform distribution for your department		
	Visit the New Employees page of the RBC HR website - https://www.rbc.edu/human-resources/new-employees/		
	Respond to the RBC Technology Access Form email sent to your personal email address.		
First Week			
	Obtain your RBC ID Card & FREE parking decal by visiting the RBC Office of Campus Police. You will need your R-Number.		
	Familiarize yourself with the RBC website – <u>www.rbc.edu</u>		
	Review your position description or EWP with your supervisor.		
	Order any necessary office supplies		
	Read the RBC Policy Manual; faculty should also read the Faculty Handbook;		
	Explore the campus – stop by the Café, explore the pecan groves, the water garden, and the walking trail!		
	Obtain office keys or other security requirements		

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First N	Month		
	Attend New Employee Orientation		
	Complete retirement enrollment		
	Complete benefits enrollment		
	Review and clarify expectations with your supervisor		
	Know and understand department emergency procedures, including campus safety and weather preparedness		
	Consider signing up for the RBC Foundation Payroll Deduction		
Next F	ew Months		
?	New supervisors: Complete Supervisory Training		
?	Have 3 month review with supervisor		
NOTES			
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New Employee Checklist Web Links

Resource	Link
New Employee Webpage	https://www.rbc.edu/human-resources/new-employees/
Human Resources rbchr@rbc.edu, 804- 862-6100	https://www.rbc.edu/human-resources
IT Assistance STAC@rbc.edu, 804-862-6401	https://www.rbc.edu/my-rbc/stac/
Faculty Resources	https://www.rbc.edu/faculty-resources/
Faculty Handbook	https://www.rbc.edu/faculty-handbook/
Title IX titleix@rbc.edu , 804-862-6208	https://www.rbc.edu/my-rbc/title-ix/
RBC Policies & Procedures	https://www.rbc.edu/policy-manual/
RBC Staff Directory	https://www.rbc.edu/why-rbc/faculty-staff/staff/
RBC Faculty Directory	https://www.rbc.edu/why-rbc/faculty-staff/faculty/
Office of Campus Safety & Police 804-862-6111	https://www.rbc.edu/my-rbc/campus-police-safety-security/
RBC Alerts	https://www.rbc.edu/my-rbc/campus-police-safety-security/rbc-alert/

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