



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 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 – www.rbc.edu
- 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



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/