

NEW EMPLOYEE CHECKLIST
Minot State University

****RETURN THIS FORM WITHIN TEN DAYS OF EMPLOYMENT DATE****

Supervisor: Please use this form as part of your orientation for new employees. If you have any questions about this form, or want to make suggestions for revisions, please call the Office of Human Resources, 6-3352.

Employee's Name

Employment Date

Address all items applicable:

(Date)

- ___ Go to Human Resources or contact Human Resources for an appointment to complete new employee forms. (6-3334)
- ___ Contact Network Services at 6-4444 to establish email account.
- ___ Contact Plant Services at 6-3210 to initiate voice mail account and long distance authorization, and obtain a parking permit.
- ___ Obtain building and office keys.
- ___ Contact Student Union Director for an MSU ID Card.