

A&S Manager Checklist for New Hires

Before They Arrive

- Make sure they received the [Vanderbilt Voyage](#) email from Vanderbilt HR and have completed the necessary tasks:
 - Confirm attendance at HR Orientation
 - Complete I-9 on or before first day
 - Claim VUNetID
 - Enroll in DUO MFA
 - Register for parking. For daily parking, the application must be submitted by noon Wednesday to be active by the following Monday.
 - Obtain digital ID badge
 - Review benefit options and make selections within 30 days of start date
- Send them the link to the [A&S Staff website](#), particularly the [New Staff section](#), so they can familiarize themselves with the college and the range of resources available to them.
- Order all [computer and technological equipment](#) through VUIT several weeks before their start date to ensure it arrives on time (unless you are planning to use equipment your unit already has).
- Order their [phone number](#) through VUIT.
- Set up an appointment with VUIT for their first morning of work to get their workstation and computer equipment set up. [Submit a ticket](#) to schedule; reach out at least one week ahead of the start date.
- Email them before their first day to make sure they know their expected arrival time, the office location, parking garage location, etc.
- Make sure their workstation is clean and orderly before their start date. Have any supplies already at their workstation when they arrive.

On Their First Day in the Office

Please note: HR orientation is held each Monday from 9:00 a.m.-4:30 p.m. so they may not be in the office on their first day of work.

- Meet them when they arrive and give them a tour of the office: introduce them to members of the unit, show them where they can find office supplies, share with them nearby lunch options, etc.
- Send an email to your unit welcoming them to the team.
- Give them an overview of the structure of your unit, including leadership and staff. Ensure that they know who their Senior Administrative Officer (SAO) in the Dean's Office is.
- Have them set up their email signature by using the Vanderbilt template (scroll to the bottom of [this page](#) to access the template).
- Make sure they have obtained their physical ID badge and assist them with setting up the GET Mobile app if they'd like.
- Ensure they have relevant key and card access.

In Their First Week

- If applicable, review with them the manual/guide for their position.
- Schedule recurring weekly check-in meetings with them to answer their questions, train them, guide them in their work, make sure they are on track, etc.

- Put on their calendar any recurring unit meetings they will need to attend (e.g., departmental staff meetings).
- Get them access to any platforms/systems they may need for their job duties, such as WordPress, CPI, PeopleSoft, Procurement, One Card, Adobe, FIS/Interfolio, etc. Ensure that they are trained on the systems they will be using (either by you, another staff member, or a university-offered training).
- Make sure they know about the [Staff Resources page](#) on the A&S website, which includes information, policies, and resources on a wide range of topics.
- Ensure that they complete their Vanderbilt Voyage Journeys by logging into Oracle:
 - Enter direct deposit information
 - Complete W-4
 - Review Personal Information and Emergency Contacts
 - Review policies
 - Complete required Oracle trainings
- Complete Conflict of Interest Disclosure

In Their First Month

- Schedule meetings for them to meet with other key members of the unit and the A&S team (e.g., unit leadership, their SAO, people they will be working closely with across the university, etc.).
- Depending on their job duties, make sure they are invited to the Dean's Office staff trainings on various topics (faculty affairs, communications, facilities, CPI, etc.). Reach out to the relevant Dean's Office teams to have them added to the invites.
- Encourage them to take advantage of Vanderbilt's various professional development trainings, workshops, and classes through the [Vanderbilt Learning Hub](#) in Oracle. The hub includes a robust set of learning opportunities across a wide range of topics.
- Encourage them to stay apprised of campus news by subscribing to [VU newsletters](#).
- Tell them about the [free news subscriptions](#) available to them as Vanderbilt employees, including *The New York Times*, the *Wall Street Journal*, *Financial Times*, etc.