



New Employee Toolkit

WELCOME TO THE BENGAL FAMILY!

As you settle into your role, use this toolkit to make sure you have everything you need to be successful! This toolkit contains important information and a timeline for tasks we recommend be completed within your first year as an employee.

Please pay special attention to those needing to be completed within your first 30 days, as some include important deadlines.

Idaho State University is a public research-based institution that advances scholarly and creative endeavors through academic instruction and the creation of new knowledge, research, and artistic works. ISU provides leadership in the health professions, biomedical, and pharmaceutical sciences, as well as serving the region and the nation through delivery of preeminent technical, undergraduate, graduate, professional, and interdisciplinary education. The University fosters a culture of diversity and engages and impacts communities through partnerships and services.



ON OR BEFORE YOUR FIRST DAY

- Sign and return your offer letter to your department
- Complete background check process through email from HireRight (emailed from HR)
- Complete your New Hire Forms (W-4, Direct Deposit, and I-9 Form) either in-person or remotely.
- Watch for an email from the Information Technology Services (ITS) Department to set up a computer account ("claim your account"). Once created, this will give you access to ISU email, BengalWeb and other IT systems. For questions, contact (208) 282-4357



WITHIN FIRST WEEK

- **[Benefit-eligible employees only]**
Attend your scheduled benefits orientation appointment with the HR Benefits Coordinator (benefits@isu.edu) to complete and submit all benefit enrollment forms.
- Obtain your Bengal Card (employee ID card). For information about obtaining your card remotely, visit <https://isu.edu/bengalcard/>
- Obtain a parking permit, if desired. Faculty and staff at all campuses can purchase their permits online through the Parking Services website www.isu.edu/parking/ or in person at the Public Safety Building
- Learn how to enter your time in BengalWeb
 - Classified Employees
 - Non-Classified Employees and Faculty
 - Student Employee
- Familiarize yourself with the tech tools and systems available through the ITS Collaborate site. and Faculty/Staff Resources.
- Meet with manager to review performance objectives and goals

WITHIN FIRST MONTH

- Familiarize yourself with ISU HR policies & procedures, along with any other policies related to your department www.isu.edu/policy/
- Review Employee Self Service Dashboard in BengalWeb under the Actions and Information tab to view pay stubs, benefits, accrued leave, tax forms, etc.
- Check your ISU email account for notifications on Required Employee Training, mandated by ISU and/or the Idaho Division of Human Resources (DHR) such as Respectful Workplace and Cybersecurity

WITHIN THREE MONTHS

- ISU is building a strengths-based institution. Register for and attend a "Introduction to CliftonStrengths®" workshop to identify and build upon your unique strengths.
- Review the following campus resources available to employees:
 - Campus Recreation
 - Disability Services
 - Equity and Inclusion
 - General Counsel/Risk Management
 - Graduate School
 - Hazardous & Chemical Waste at ISU
 - Health Sciences
 - Human Resources
 - ISU Health Center
 - Information Technology Services
 - Internal Audit
 - Library
 - NetCom
 - Parking
 - Public Safety
 - Purchasing
 - Staff Council
 - Student Affairs
 - Veteran Student Services
 - Wellness Center

WITHIN SIX MONTHS

- Complete assigned trainings
- Review performance objectives and progress

WITHIN TWELVE MONTHS

- Complete annual performance self-evaluation
- Meet with manager to complete annual performance evaluation
- Meet with manager to set objectives and performance expectations for the next year

