



Departmental New Hire Checklist

Please reference the list below to ensure that your new employee has the tools to succeed at Mountwest beginning with their first day of employment. Should you have any questions concerning the checklist, contact the Office of HR, Employee Development & Payroll by calling 304/710-3501. We look forward to working with you during your new employee's onboarding process.

- Hire date: _____ (confirmed by HR)
- Employee should visit the Office of HR, Employee Development & Payroll, located in Suite G12, to complete certain types of paperwork prior to beginning work. Please let your employee know to bring with them the following documentation:
 - ✓ Acceptable Documents for Form I-9 (see attached list for reference)
 - ✓ Voided check for Direct Deposit
 - ✓ Social Security Card (per IRS Publication 15)
- Secure office space to be assigned to employee (please inform HR of location for directory information).
- Submit work order to Information Services for telephone (please inform HR of telephone number for directory information).
- Submit work order to Information Services for computer set-up.
- Submit work order to Physical Plant for office key to be issued to your new employee. Your new employee will need to sign the Key Control Form after receiving the Key Control Interim Procedure, prior to the key(s) being issued.
- Once office location and telephone number has been assigned, order business cards and nametag for your new employee by contacting Institutional Advancement.
- Prior to your employee's first day, please make sure their work area is prepared by correcting any issues that may be necessary. Also, please be sure to have available a quantity of office supplies for daily use.
- Compile a list of forms or levels of access requests to computer programs that your new employee will need and have the forms ready for signature on the employee's first day.