

# New Employee Orientation Roadmap – Helping You Succeed at DePaul

The orientation roadmap serves as a resource for new employees. The roadmap outlines the types of preparation tasks and discussions that will help you transition successfully to DePaul. The checklist outlines actions across three phases:



## PRE-ARRIVAL – BEFORE YOU ARRIVE

### Review Welcome Packet

- The electronic Welcome Packet includes your official offer letter and new hire paperwork.

### Complete New Hire Paperwork

- Employee Eligibility Form (I-9)
- Employee Information Worksheet and Voluntary Self Identification Form
- Beneficiary Designation Form, Dependent Add/Change Form
- Federal W-4, IL W-4, Direct Deposit Information
- Background Check Consent Form

### Learn about Benefits at DePaul University

- Visit <https://hr.depaul.edu/Benefits> for a description of the benefits available to DePaul employees

### Find out what's happening at DePaul

- Visit <http://newsroom.depaul.edu> for facts and statistics on DePaul, as well as current DePaul news and events

### Explore the HR webpage for New Employees

- Visit [New Employee Orientation](#) for directions to campus, the New Employee Orientation Agenda, and other useful resources for new employees

### ADDITIONAL QUESTIONS:

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## UNIVERSITY ORIENTATION – TRANSITIONING TO DEPAUL

### Attend New Employee Orientation

- New Employee Orientation (NEO) is a full day program held every other Monday on the Loop campus. For information on NEO, visit the [New Employee Orientation](#) webpage.

### Submit New Hire Paperwork

- HR forms: Employee Eligibility Verification Form (I-9) (**\*\*The I-9 must be completed on your first day of employment at DePaul**), Employee Information Worksheet, Voluntary Self-Identification Form (optional)
- Benefits Forms: Beneficiary Designation Form, Dependent Add / Change Form
- Payroll Forms: Federal W-4, IL W-4, Direct Deposit Information (optional)

### Provide a valid form of identification

- A list of valid forms of identification can be found on the Employee Eligibility Verification Form (I-9). **You must present valid identification to HR within your first three days of employment at DePaul.**

### Enroll in [Benefits](#) through [Campus Connect](#) within 30 days of your start date

### Complete the Self-Guided Orientation

- The Self-Guided Orientation is a tool to help you further orient yourself to:
  - Mission and values,
  - Policies and procedures,
  - Information technology,
  - Benefits,
  - Performance management , and
  - Safety and security at DePaul.

## DEPARTMENT ORIENTATION – THE NEW WORKPLACE

### Learn about Department Functions

- Organizational chart of the department
- Goals, current priorities and operational activities
- Relationship of the department to other university departments
- Your role in relationship to other jobs within the department

### Review your Job Duties and Responsibilities

- Current job description, initial performance goals and expected results
- Setting performance goals with your manager.
- Daily work hours, overtime needs and extra assignment requirements
- Types of assistance available – who to ask for help

### Review Policies and Procedures

- Policies and procedures unique to job and/or department (not conflicting with university policies and procedures)
- Building evacuation procedures
- Voice mail, E-mail, Private and Public network drives/directories
- Time keeping
- Keys, Copy codes, Reimbursement
- Breaks, Lunch duration/time

### Take part in a guided tour

- Department introductions and facilities, rest rooms, supply cabinet, copy machines