



OFFICE *of*
HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

Pre-Hire Onboarding Tasks

1. All relevant tasks should be completed before the employee's first day of work, but after the contract is signed.
2. Inform the department of the new hire.
3. Assign a mentor.
4. Inform New Hire of:
 - a. Best Parking Options
 - b. Schedule for the first week
 - c. Dress code expectations
 - d. What to expect on their first day
 - e. Department office phone number
5. Make sure the new employee has any supplies/tools required to successfully perform their job.
6. Know what accesses will be needed and how to gain them.
7. Prepare the employee's work space and ensure everything is ready for them before they report to work.