

**Within your 1<sup>st</sup> Month:**

- Ensure your workspace is ergonomically set up to your physical wellbeing by visiting and using the resources available on the [UWSP Ergonomic webpage](#). Discuss any accommodations or equipment needs (before or after the assessment) with your supervisor.
- Complete [a driver's authorization/vehicle use agreement](#) (required for all individuals).
- If you will be traveling or have fiduciary responsibilities, speak with your supervisor or department contact to navigate completing any required training courses and/or activities. Also see information located on the [Starting at UWSP](#) under Services and Support.
- Read the [University policies](#) which are applicable to your employment, employment category, and/or position.
- Read your department handbook or policies/guidelines.
- Fully complete the [New Employee Safety Orientation](#), if not completed on the first day.
- Enroll in the [benefits programs](#) of your choice within 30 days of your official hire date.
- Check your earning statement(s) in [MyUW](#) to ensure your personal information, pay, and deductions are accurate.
- Complete the online mandatory employee trainings within 30 days of receiving notice email.

**Within your first 2 to 3 Months:**

Becoming more acclimated with UWSP's Culture

- Attend a [Common Council](#) meeting.
- Attend a(n) Academic Staff Council, Faculty Council, and/or University Staff Council meeting.
- Complete new hire surveys upon receipt from Human Resources.
- Other: \_\_\_\_\_  
\_\_\_\_\_

**After 3+ Months:**

Professional Development and Growth Planning:

Visit the [UWSP Career/Professional Development webpage](#) to review and plan your career and professional development.

- Other: \_\_\_\_\_  
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