

General	Assigned
Your First Day (https://hr.unl.edu/employee-onboarding-steps/) complete steps	Supervisor & employee
Your First 30 days (https://hr.unl.edu/neo/) complete steps	Supervisor & employee
Keys	Supervisor Schedule with Lola
Door Access	Supervisor Schedule with Lola
Tour of Facilities and Introduction to Staff in Office	Supervisor facilitate
Email Intro to staff	Supervisor facilitate
Office Assigned	Supervisor
Phone Assigned/ Cell Phone Ordered/Hot Spot Ordered/Voicemail Set up	Supervisor e-mail Darla
Eduroam https://its.unl.edu/services/wi-fi/endoram/	Supervisor facilitate with Employee
UNL Parking https://parking.unl.edu/	Supervisor facilitate with Employee
Email Set Up	Supervisor facilitate
N Card Obtained	Supervisor & Employee
Computer pickup	Supervisor connect with Steven
Request Computer Software (https://itprocurement.unl.edu/enterprise-software)	Supervisor facilitate with Employee
Service Request for DocuSign Access (https://services.unl.edu/service/docusign-e-signature-workflow-service)	Supervisor facilitate with Employee
Add to NFS email lists	Supervisor connect with Darla
New Employee Orientation (https://events.unl.edu/hr/search/?q=new+employee)	Supervisor & Employee
Title IX training (Completed with two weeks of start date)	Supervisor facilitate with Employee
Request Office Supplies (https://nfs.unl.edu/remote-resources)	Supervisor facilitate with Employee
Order Buisness Cards	Supervisor e-mail Darla
NFS Apparel Ordered (Get size and color)	Supervisor e-mail Darla
Policy overview (Vacation/Sick Leave request, hours in the office, dress, etc.)	Supervisor facilitate with Employee
Check Driver Authorization (https://scsapps.unl.edu/RentalRequest/DriverAuthCheck/)	Supervisor
Contact Scott Ensor (ensor2@unl.edu) and give UNL ID# added for voyager activation	Supervisor
NFS Overview	
Invite to Standing Meetings	Supervisor
Participation Expectations	Supervisor facilitate with Employee
File Access: click on this link https://uofnelincoln.sharepoint.com/sites/UNL-IANRForestService-Office	Supervisor facilitate with Employee
Set weekly one-on-one with supervisor	Supervisor facilitate with Employee
Current Program and Grant Overview	Supervisor facilitate with Employee
Business Procedures (expenses, reimbursements, etc.)	Supervisor facilitate with Employee
Update Staff listing on website	Supervisor connect with Ben
Understand immediate projects	Supervisor facilitate with Employee
Review of Org Chart	Supervisor facilitate with Employee
Overview of Forest Action Plan (FAP), Strategic Plan, Operational Plan, Work Plan	Supervisor facilitate with Employee
GROW Introduction	Supervisor facilitate with Employee
Vehicle sign-up process	If applicable (Supervisor facilitate with Employee)
Professional Development Plan	Supervisor facilitate with Employee
Invite to first Leadership Team Meeting	Supervisor connect with Darla
Meeting space reservation	If applicable (Supervisor update Employee)
Types of documentation needed for federal reporting	Supervisor facilitate with Employee
Submit Blanket Travel Authorization	Supervisor facilitate with Employee
P-Card Request Form (https://accounting.unl.edu/accounts-payable/purchasing-card-other-card-programs)	If applicable (Supervisor facilitate with Employee)
IANR Organizational Chart & Contacts (https://ianr.unl.edu/ianr-organizational-chart)	Supervisor facilitate with Employee
Employee Assistance Program (https://hr.unl.edu/eap/)	Supervisor facilitate with Employee

	FMLA	Supervisor facilitate with Employee
	Attend New Employee Orientation	Supervisor facilitate with Employee
	Complete UNL trainings in Firefly	Supervisor facilitate with Employee
	Familiarize yourself with UNL's Concur travel system	Supervisor facilitate with Employee