Hiring Manager’s Pre-Hire Checklist for New Staff

Workspace Preparation:
- Furniture
- Telephone
- Keys
- Building access
- University credit card
- Deacon Depot

Internal Communications:
- University listserv
- Name badge
- Business cards
- Department announcement (Department is responsible)
- Department listserv (Department is responsible)
- Department calendars (Department is responsible)
- Department contact lists (Department is responsible)