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)