- Mandatory
  - Hiring paperwork
  - Collect sexual harassment certificate
  - Responsible employee training
  - Workers Compensation process
  - All required trainings or certifications for the position
    - e.g. Bloodborne Pathogens, CPR/AED, First Aid, Fiscal
  - Computer usage agreement
  - Facility access agreement

- Logistical
  - Provide uniform and nametag
  - Welcome items / signs
  - Create personnel folder
  - Enter into scheduling software (When to Work, Sub It Up, etc.) or another in-house system (Excel, etc.)
  - Enter into other relevant operational software (Basecamp, Kuali, etc.)
  - Provide computer network access
  - Add to phone list
  - Add to listserves
  - Enroll in new employee Bridge courses (or other training software in use)
  - ID card or physical keys for access
  - "Getting to know you" forms

- Shorter-term Training
  - First shift reminders
    - Office location on campus
    - How to access the building
    - Parking options (Safe Walk resource)
    - How to clock in and out on TimeClockPlus
    - Uniform policies
  - Department's mission, vision, and values and examples of them in practice/action
  - Department's employee handbook/manual and related policies/procedures
  - Area's employee handbook/manual and related policies/procedures
  - Tour office area and important facilities (including breakrooms, etc.)
  - Introduce to part-time and full-time staff members
  - Provide area and department-wide training dates (one year out)

    - Provide area and department-wide appreciation event dates (one year out)
    - Emergency Action Plan (building evacuations, etc.)
    - Organizational chart
    - On-campus resources (Rams Against Hunger, CSU Health Network, Student Disability Center, Pride Resource Center, El Centro, Black/African American Cultural Center, Asian Pacific American Cultural Center, Native American Cultural Center, Women and Gender Advocacy Center, Career Center)
    - Tell Someone
    - Position-specific job duties
        - Computer access (passwords, etc.)
        - Software trainings for position
        - Key or card access to areas
        - Learning outcomes for the role
        - Evaluations (process, timing) and goal setting
        - Communication processes (GroupMe, email, text, etc.)
    - How position works with/collaborates with other positions in and outside of the department

- Medium-term Training and Development
    - Identify career competencies that align the student's position with the student's career goals
    - Explore areas for additional training or review of prior training

- Longer-term Professional Development
    - Set up Strengths Quest assessment and coaching
    - Share department/division/university student development opportunities
    - Share department committee opportunities