### ONBOARDING BENCHMARKS – NEW HIRE

#### On or Before Day 1
- Sign Contract
- If relocating for the position, arrange for household goods/relocation assistance; particularly important if relocating during the summer when the moving industry is at peak capacity
- MasonOnBoard
  - Hiring documents and section 1 of
- **NEW Center**
- Complete section 2 of Form 19
- Employee ID
- Parking
- Receive benefits packet
- Access [PatriotWeb](#)

#### 1st day/week/month
- Orientation(s)
- Review Policies
- Choose Benefits
- Sign up for MasonAlert
- Understand Mason Website/activities
  - People Finder
  - Today@Mason
  - Check [payroll stub](#)
- Decide
  - How to get to work; see the Parking and Transportation Web site for information on car pools, van pools, Mason shuttles, bike-to-work program, and public transportation program
  - Where to eat; see [MasonDining](#) for locations and the Mason Card Office for faculty/staff meal plans
- Complete Timesheet

#### By 3rd month
- Complete trainings and examples of training:
  - Sexual Harassment Training
  - Active Shooter
  - Terrorism and Security
- Job Skills training:
  - [Facial Recognition](#)
  - [Human Resources and Payroll](#)
  - Banner
  - Environmental Health & Safety
- If a supervisor, sign up for New Supervisor training

#### 6 months
- Attend a **Staff or Faculty Senate meeting**
- Attend arts, sports, or lecture event on campus

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### (Return to Hiring Process Steps)