



WE ARE EXCITED YOU ARE  
STARTING YOUR JOURNEY  
AT **TEXAS TECH.**

Your first few days will be filled with new experiences from meeting people to learning new processes. Starting a new job, although exciting, can also be overwhelming. To help make your first few days (and your first year) successful, we created this guide with checklists and tips to ensure you have the information you need.

#### **QUESTIONS?**

Contact Human Resources

806.742.3851

[hr.talentdevelopment@ttu.edu](mailto:hr.talentdevelopment@ttu.edu)

[hr.ttu.edu](http://hr.ttu.edu)

FROM HERE, IT'S POSSIBLE.™



# ONBOARDING GUIDE



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## Before Your First Day:

- ☐ Confirm start date with your supervisor
- ☐ Ask about dress code
- ☐ Confirm parking
- ☐ Ensure you know the location of your office within the building
- ☐ Ask about lunch times and break room amenities

**TIP:** Decide your best route to campus. Consider driving times, traffic patterns, and construction so you can arrive on time to begin your first day at Texas Tech!

**YOUR FIRST WEEK:**

- ☐ Tour the office
- ☐ Meet staff
- ☐ Review the itinerary for your first week
- ☐ Receive a copy of your position description, a list of expectations, the dress code, an organization chart, your office key
- ☐ Obtain your Texas Tech ID
- ☐ Sign into Raiderlink and confirm employee information
- ☐ Look into parking options
- ☐ Sign up for Tech Alert (emergency alert system)
- ☐ Have computer and phone set up with all needed applications, mailboxes, and voicemail
- ☐ Review policies and procedures that pertain to your job with your supervisor
- ☐ Obtain a list of university holidays and review the academic calendar
- ☐ Learn time reporting system
- ☐ Review safety procedures for your building with your supervisor



- ☐ Read Techannounce (daily campus communication email)
- ☐ Review your training list provided by your supervisor
- ☐ In Cornerstone (learning management system) register for Benefits Orientation, New Employee Orientation and other needed trainings
- ☐ Ask about initial tasks to get started on
- ☐ Ask for a list of key stakeholders and those you will work closely with in your department, other departments, and outside entities

**TIP:** Your first week can be mentally draining. Consider planning a restful weekend to recharge.



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## ON CAMPUS

### [Texas Tech Events Calendar](#)

#### Sports

- [Homecoming/Bonfire](#)
- [The Rawls Golf Course](#)
- [TTU Sporting Events](#)
- [UREC Intramural Sports](#)
- [Women Behind the Brand](#)

#### Health and Wellness

- [Beyond Okay](#)
- [Carol of Lights 5k](#)
- [Faculty & Staff Intramural Sports](#)
- [Human Resources Health & Wellness Resources](#)
- [Wellness time off](#)

#### Campus Events

- [Creative Writing Reading Series](#)
- [Food Truck Festival](#)
- [President Lecture & Performance Series](#)

#### Other Events

- [Arbor Day](#)
- [Going Band from Raiderland 2023 Performance Schedule](#)
- [Homecoming Parade](#)
- [Tour of Campus/artwork](#)
- [United Spirit Arena Events](#)
- [Urbanovsky Park](#)

#### Family Friendly

- [2023 TTU Family Weekend and Family Days](#)
- [Campus Tours](#)



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- [Candlelight at the Ranching Heritage Center](#)
- [Carol of Lights](#)
- [Carol of Lights 5k](#)
- [Charles E. Maedgen Jr. Theater](#)
- [Homecoming/Bonfire](#)
- [List of TTU Summer Camps across Campus](#)
- [Moody Planetarium](#)
- [Red Raider Meats](#)
- [Red Raider Soccer Camp](#)
- [Red Raider Softball Camp](#)
- [Tech-Or-Treat](#)
- [Texas Tech Cross Country Camp – Jon Murray Distance Camp](#)
- [TTU Baseball Camp](#)
- [TTU Football Camp](#)
- [TTU Lady Raiders Basketball Camp](#)
- [TTU Men's Basketball Camp](#)
- [TTU Public Art Collection](#)
- [United Spirit Arena Events](#)
- [Urbanovsky Park](#)
- [UREC Lazy River](#)
- [UREC Summer Sports Camp](#)

## **Adjacent to Campus**

- [Candlelight at the Ranching Heritage Center](#)
- [First Friday Art Trail](#)
- [Moody Planetarium](#)
- [Museum of TTU](#)
- [Museum of TTU](#)
- [National Ranching Heritage Center](#)
- [Skyviews](#)
- [The Roof](#)
- [TTU Club](#)
- [TTU Equestrian Center](#)



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## YOUR FIRST MONTH:

- ☐ Attend Benefits Orientation
- ☐ Attend New Employee Orientation
- ☐ Take Safety Awareness training
- ☐ Take Cybersecurity training
- ☐ Take FERPA training
- ☐ Register for university Leadership trainings (if you will supervise others)
- ☐ Ask for feedback from your supervisor and ask questions
- ☐ Review the evaluation process with your supervisor
- ☐ Meet with co-workers to get an overview of their jobs
- ☐ Make note of any acronyms you are hearing so you can make sure to ask what they mean
- ☐ Ask for a list of any after hour events/travel etc. that may occur in the next year to get on your calendar
- ☐ Review Texas Tech and departmental websites to familiarize yourself with the organization
- ☐ Check into transportation options with TECS (Texas Tech van service) and the bus routes and schedules



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- ☐ Consider taking a campus tour
- ☐ Read the monthly Staff Senate e-letter

**TIP:** Take a step back and think about all you have learned in the past month.





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## YOUR FIRST 60 DAYS:

- ☐ Meet with important stakeholders and partners across campus
- ☐ Review training list to ensure you have taken all necessary trainings
- ☐ Solicit feedback from your supervisor
- ☐ Establish professional relationships both in the department and across campus
- ☐ Set professional development goals with your supervisor
- ☐ Gain an understanding of how your job fits with departmental and university goals

**TIP:** Start a list of your accomplishments and contributions and continue to add to it for your 6-month self-evaluation.



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## YOUR FIRST 90 DAYS

- ☐ Solicit feedback from your supervisor on progress and discuss goals to accomplish by your 6-month review
- ☐ Read the Human Resources quarterly e-letter
- ☐ Consider if there are any co-workers you still need to get to know
- ☐ Evaluate how you think you are integrating into the departmental culture and consider what questions you have that may need to be answered
- ☐ Evaluate your time management and project management skills in your new role

**TIP:** Think though any areas of your job that seem like you might still need some clarification and ask about these.



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## YOUR FIRST 6 MONTHS:

- ☐ Fill out your self-evaluation in ePM
- ☐ Receive a copy of your 6-month evaluation
- ☐ Check eligibility for vacation leave
- ☐ Ask about professional development opportunities
- ☐ Attend a Welcome Event sponsored by Human Resources to meet other new employees and learn more about resources that Texas Tech offers employees
- ☐ Consider any changes you would like to make to your benefits during summer Enrollment

**TIP:** After 6 months of employment you are eligible to take advantage of the [Employee Tuition Assistance Program](#).

Consider if you would like to start a degree program at [Texas Tech](#).

**TIP:** Now that you have had a chance to settle into your new job, take advantage of all the perks and fun things Texas Tech has to offer their employees.



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## YOUR FIRST YEAR

**Congratulations on your one-year anniversary at Texas Tech University!**

- ☐ Fill out your self-evaluation in ePM
- ☐ Receive a copy of your 1-year evaluation

**TIP:** Take some time to celebrate your one-year anniversary at Texas Tech.