

Training New Hire Checklist

First 30 Days

Review sample new employee checklist This checklist serves as an example. Each campus has their own unique on-boarding processes.	<input type="checkbox"/>
Watch Welcome video from RF President Dr. Jeff Cheek & The RF Board video	<input type="checkbox"/>
• Welcome to the RF Overview	<input type="checkbox"/>
• Sponsored Programs, Technology Transfer & Finance 101	<input type="checkbox"/>
• Corporate Governance and Intro to Ethics	<input type="checkbox"/>
• Review Annual Report	<input type="checkbox"/>
• Central Office Organization Charts	<input type="checkbox"/>
Receive answers to your benefits questions	
• Visit the benefits website	<input type="checkbox"/>
• Contact your campus administrator for specific questions	<input type="checkbox"/>
Get help with common tasks	
• Benefits Guide	<input type="checkbox"/>
• Benefits Self Service Video	<input type="checkbox"/>
• Non-Exempt E-Time Reporting Guide	<input type="checkbox"/>
• Exempt E-Time Reporting Guide	<input type="checkbox"/>
• Non-Exempt Bi-Weekly Timecard Demo	<input type="checkbox"/>
• Exempt Monthly Timecard Demo	<input type="checkbox"/>
• iExpense Guide* (this tool is specific to Binghamton, ESF, Buffalo State, Oneonta, New Paltz, SUNY Downstate and Central Office)	<input type="checkbox"/>
• Payroll Guide	<input type="checkbox"/>
Complete critical online training	
• Preventing Discrimination and Harassment	<input type="checkbox"/>
• Information Security	<input type="checkbox"/>

Within 60 Days

Watch "Lifecycle of Sponsored Program" video	<input type="checkbox"/>
Visit the Learning Tuesdays webpage:	
• Watch past videos that apply to your work and/or interests (Optional)	<input type="checkbox"/>

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Within 90 Days

Watch "Power & Privilege in the Workplace":	<input type="checkbox"/>
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Within 120 Days

Sign up here for SRAI Level Up (Sponsored Programs Staff Only):	
o Courses range from 2 to 5 hours in duration on topics most relevant to the modern research administration professional. Each module includes a randomized, comprehensive 50 question exam that challenges staff to demonstrate their aptitude while reinforcing the lessons and insights contained in the course. Course descriptions .	<input type="checkbox"/>
Write a professional development plan	<input type="checkbox"/>

Ongoing

Check the Learning & Development Calendar for a list of current offerings	<input type="checkbox"/>
Learn about and consider applying for the Mentoring Program .	<input type="checkbox"/>
Learn about and consider applying for the Leadership Academy.	<input type="checkbox"/>

Learning & Development Opportunities Specific to Your Role

Training for Researchers	<input type="checkbox"/>
Training for Sponsored Programs Staff	<input type="checkbox"/>
Training for Supervisors	<input type="checkbox"/>
Training for AP / Purchasing Staff	
• Review Supplier File Reference Guide	<input type="checkbox"/>
• Review Supplier File Naming Standards	<input type="checkbox"/>
• Contact learning@rfsuny.org to complete the Supplier File Basics course	<input type="checkbox"/>
Visit NCURA website:	
• Subscribe to NCURA YouTube Channel (Optional: Based on your role).	<input type="checkbox"/>
The Rapid Ramp Up (Optional: Based on your role).	

*Note: The RF has a library of online trainings that may be of interest to you. For Questions on what is currently available and/or to take a course please email learning@rfsuny.org.