New Employee Checklist

Before your 1st day:
- Connect with your manager to discuss start date and details
- Set up your PennKey (email sent from pennkey@isc.upenn.edu) and enroll in its password recovery service
- Complete all onboarding tasks in Workday

On your 1st day:
- Meet with your manager and team as discussed
- Connect with GSE IT to setup your email address, logins, and other access needs
- Review GSE’s website
- Review Penn HR’s website, including our Workplace Resources for COVID-19 Control
  - Subscribe to myHR’s newsletter

Within your 1st week:
- Attend GSE’s New Employee Orientation (GSE HR will send over a calendar invite)
- Complete your Knowledge Link profile questionnaire, Penn Profiler
- If you need a physical ID card, review the PennCard Center’s website for up-to-date hours and details on how to obtain one
- Upload your headshot into Outlook
- Update your LinkedIn profile (recommended, if applicable)

Within your 1st two weeks:
- Discuss introductory period goals and expectations with your manager
- Sign up for any other training as discussed with your manager

Within 30 days of your start date:
- Enroll in your benefit selections through Workday
- Review Penn Transportation & Parking’s website for transportation/parking enrollment and payroll deductions, if applicable
- Attend Central HR’s University Orientation (sign up in Knowledge Link)

Within 4-6 months of your start date:
- Have regular feedback meetings with your manager leading up to your introductory review (4 months from your start date)
- Attend a Discovering GSE session (held twice a year) to learn more about the school