

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 [Onboard@Penn](#)'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