

New Employee Checklist – Internal Hire (Current Penn Employee)

When selected as finalist / leading up to your start date:

- Provide a current supervisor reference
 - If you did not give prior approval to contact your current supervisor, your offer will be contingent upon a favorable reference from them
- Accept verbal offer
- In [Workday](#), sign the offer letter and complete all onboarding tasks
- Connect with your manager to discuss start date and details

On your 1st day:

- Meet with your manager and team as discussed
- Connect with [GSE IT](#) to setup your logins and other access needs
- Review [Penn HR's](#) website for updates, especially COVID-10 related news and resources
 - If you haven't yet, 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](#)
- Update your information in the [Penn Directory](#)
- Upload your headshot into Outlook if you haven't already
- 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 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