RIT

NEW MANAGER'S CHECKLIST

Use the checklist below to identify and track your working knowledge of important university-related information and resources.

- Review the checklist with your manager. Add department or job-specific focuses.
- Identify the key aspects of each focus area. What's important to know and why?
- Obtain information on each focus area by spending time on the RIT website. Identify and write down questions.
- Meet with you manager to discuss your questions. Identify and reach-out to the appropriate contact person for a particular area should you still have questions.
- Place a check mark (√) in the *Reviewed* column and note the *Date* once you and your manager agree you have working knowledge of that focus area.

Focus Areas	Reviewed (√)	Date
University Information		
Strategic Plan		
University Leadership		
The President's Report		
Shared Governance		
RIT Policies		
Other (job specific)		
Other (job specific)		
RIT Functional Support		
Legal Affairs		
Compliance & Ethics		
Diversity & Inclusion		
Human Resources		
Controller's Office		
Accounting		
Institute Audit, Compliance and Advisement		
Information & Technology Services		
Procurement Services		
Student Employment		
Other (job specific)		
Other (job specific)		
Human Resources Information		
Staff Hiring Processes and Practices		
Job Descriptions / JDQ's		
EAF's		
HR Calendar		
Compensation / Wage Banding		
Benefits program		
Employment laws, policies & practices		
Performance Reviews / Corrective Action / PIP's		
Documentation practices		
Compliance-related practices		

RIT

Focus Areas	Reviewed (√)	Date
Staff Training Process/Program (department)		
Employee Assistance Program		
Other (job specific)		
Other (job specific)		
Financial Services Information:		
Budgets		
Monthly / Annual Reporting		
Accounting Practices		
Travel & Expense		
Other (job specific)		
Other (job specific)		
Technology & Applications:		
Oracle Applications		
Microsoft Office		
Kronos		
Career Zone		
Talent Roadmap		
Google Apps		
Zoom		
Slack		
Other (job specific)		
Other (job specific)		
Other:		