RIT | Rochester Institute of Technology

Onboarding Checklist for New NTID Employees

Welcome to RIT/NTID!

The onboarding resources and plan below serve as a starting point for your career at RIT. The information listed is not all inclusive of what is available to the RIT community; however, these resources will establish a footing for you as you start your position. Use this information to guide questions and conversations with your manager in your first year and beyond. For any questions, please contact careers@rit.edu. Once again, welcome and we are excited for you to begin your journey at RIT!

Preparing for Your Arrival

☐ Confirm the date, time, and location of your arrival with your manager. They will give you insight on where to park on campus and how to get to your area/office.

☐ Complete your I-9 form (Employer name/code: 15083). There are two sections to the I-9. Section one should be completed independently prior to your start date. Section two can be completed by scheduling an appointment with Human Resources by emailing hr@rit.edu. Human Resources is located in Eastman Hall, 5th floor. This appointment can be done in advance of your start date or completed within your first three days of employment.

Your First Day

☐ Meet with your manager to discuss your job duties and responsibilities, departmental initiatives, expectations, schedules, and more. These conversations should be ongoing throughout your onboarding at RIT.

☐ Confirm your University Identification Number (UID) from your hiring manager. This is a number that you will need throughout your time at RIT.

☐ Purchase a parking permit through myParking. For more information on parking options and lots, please visit Parking and Transportation.

☐ Obtain your RIT ID from the Office of the Registrar (Eastman Hall, 1st Floor).

☐ Work with the NTID Service Desk and your manager to get set up on the RIT network (computer, email, phone, WiFi, voicemail, videophone, etc.) For technical support, contact NTIDServiceDesk@ntid.rit.edu, 585-475-2200 (voice), 585-286-4591 (VP), or stop by LBJ-2525.

Your First Week

- [ ] Become familiar with campus. Consider taking a walking tour with Admissions or tour campus virtually.
- [ ] Sign up for direct deposit. Review the Payroll website for information on timekeeping, time clock locations, and more.
- [ ] Download the RIT Mobile app. There is great information regarding dining, shuttles, on-campus events, a campus map with directional wayfinding, and so much more. It is a one-stop-shop for information.
- [ ] Tour your department and meet with others in your department. Your colleagues have a wealth of knowledge and they can share what they have learned along the way. They are excited to have you join their team and can provide insight as you start your career at RIT.

Your First Month

- [ ] Complete New Employee Orientation. A member from the Talent Development team in Human Resources will send you a welcome email and assign the following courses to you:
  - New Employee Orientation: Welcome to RIT (web-based in Talent Roadmap)
  - Getting Comfortable with Diversity (web-based in Talent Roadmap)
  - Early Intervention (web-based in Talent Roadmap)
- [ ] Complete your Benefits Enrollment within the first 31 days of employment. Benefits will go into effect on the first of the month following your start date. There are three ways to submit your enrollment forms that were provided in your Benefits packet:
  - Use Tiger File Exchanger to protect personal information and send to the Benefits Department at benefits@rit.edu
  - Email Benefits at benefits@rit.edu
  - Deliver or mail information to Human Resources (Attention: Benefits) – Eastman Hall, 5th Floor
- [ ] Complete your online Compliance and Ethics trainings. You will be notified via Outlook when the trainings have been assigned to your plan in Talent Roadmap.
All employees must complete the following trainings and, based on roles and responsibilities, others may be assigned:
  - Cybersecurity Fundamentals – annual requirement (complete within 60 days of hire)
  - Discrimination and Harassment (Including Title IX) – annual requirement (complete within 60 days of hire)
  - Conflict of Interest and Commitment – one-time requirement (complete within 30 days of hire)

  In addition to the Conflict of Interest and Commitment training, you will be notified via Outlook to complete your Conflict of Interest disclosure (also due within 30 days of hire.) This process is revisited annually for any changes.

☐ Review [RIT's mission](#) and [SPIRIT Values](#).

☐ Review the [University Level Policies](#) and the [Human Resource Policies and Procedures](#).

☐ Familiarize yourself with your [Human Resources Manager](#). They partner with all of the colleges and divisions within the university; they manage a wide range of activities related to employee relations, and they you are here to support you.

☐ Arrange to have your photo taken for the RIT Photo Directory. If you miss NTID's photoshoot in September, contact Matthew Sluka at mjsnmc@rit.edu to have your picture taken.

Your First 3-6 Months

☐ Continue to meet with your manager on a weekly or bi-weekly basis as you continue to learn about your position, department, college/division, and RIT as a whole. Use this time to ask questions and gain clarification for your work, your findings on and about campus, and the systems you use in your position.

☐ Your manager will introduce the [performance appraisal process](#) used in your department.
This process is designed to help you achieve your highest potential in your position.
Set performance and development goals together and measure progress on them throughout the course of the year in your meetings with each other.

☐ Explore development opportunities offered through [NTID Professional Development](#), [RIT Talent Development](#), and various departments on campus. These courses, activities, lectures, and more will enrich your experience at RIT and enhance skills needed in your position. Also, there are more than 8,000 LinkedIn Learning web-based courses in [Talent Roadmap](#) available on demand.

☐ Review RIT's current strategic plan, "[Greatness Through Difference](#)."

☐ Familiarize yourself with [RIT Acronyms and Nicknames.](#)

☐ Understand the [Shared Governance Model](#) on campus and consider attending your governance group's meeting as well as [University Council](#). These meetings are open to anyone that would like to attend and they discuss issues or concerns, new initiatives, and review policy additions or changes.

Your First Year and Beyond

☐ Look for cross-functional opportunities to get involved such as committees, projects, task forces, and initiatives on campus. This is a great way to meet new people and learn more about our campus culture and community. It may lead to a new connection and relationship that can assist you in your current role while helping RIT further its mission.

☐ Complete your self-appraisal, reviewing and evaluating the goals that you set with your manager. Your manager will also provide feedback on your goals as well as your overall job responsibilities. This is a great time to reflect back and plan for the future. Consider using the [Employee Development Plan](#) for improving skills for your current position and preparing for future positions in your career.

☐ If you haven't done so already, sign up for an [American Sign Language class](#) offered by NTID to faculty and staff.

☐ Consider taking an RIT class or pursue a new degree or one that will build skills and competencies for your position. RIT has an amazing educational benefit for employees which includes free undergraduate and graduate tuition effective from your date of hire.

Relocating to Rochester?

If you are relocating to Rochester, RIT has compiled some helpful information about Rochester including popular destinations, local sports teams, and more. We have also provided some resources that help paint a picture of our beloved city!

Rochester Map

City of Rochester

Monroe County Town, Village and City Borders

Rochester, NY Community Profile

Greater Rochester Chamber of Commerce

Monroe County School Districts

Visit Rochester

132 Rochester Day Trips

15 Best Day Trips from Rochester, NY

If eligible, work with hiring department on moving and relocation expenses reimbursement. Information can be found in RIT Travel Policies & Procedures Manual, section E6.

If you are in need of purchasing real estate, here are some helpful resources for you!

Realtor.com
Trulia.com
Zillow.com

Check out the RIT Home Owner Partnership Program to see if you meet the qualifications that could provide you with $9,000 towards your home purchase in the City of Rochester.
There are also many great apartments available in the Greater Rochester Area:
Rochester, NY Apartment Guide

Please note: Rochester Institute of Technology does not employ, recommend, endorse or screen any of the resources listed for finding living arrangements. Rochester Institute of Technology makes no representations or warranties about the quality of the providers or other third parties or about your interactions or dealings with any such parties. You are solely responsible for the selection of your living arrangements, including the quality and the cost of the arrangements, and for conducting any desired criminal records checks or other screening on any potential providers, roommates, etc. and use of these resources is at your sole risk.