Pre-Hire & Onboarding Progress List

This Orientation & Onboarding Checklist will help you prepare for your new role at Columbus State University while ensuring you're laying the foundation for a successful career here. Track your progress and consult with your supervisor as questions arise.

Pre-Hire Progress

☐ I have completed Onboarding in Equifax

☐ I have completed my I-9 Employment Eligibility Verification

The I-9 Form establishes your eligibility to work in the United States. You must present proof of your identity and eligibility to work (review the list of required and acceptable I-9 documentation) to the Office of Human Resources (Main Campus, 228 Richards Hall) on your first day of work. Only original documents can be accepted (per U.S. Citizenship & Immigration Services, photocopies or scanned copies are unacceptable).

☐ I have a CSU ID and a strong password setup.

Your supervisor will provide your assigned CSU ID and temporary password if you don't have an active CSU ID as a current/former employee or student. You'll use your CSU ID:

- As your default CSU email address (ex. lastname_firstname##@columbusstate.edu)
- To access multiple CSU network services, electronic systems and apps.

Onboarding First Steps

☐ I have a CSU Identification Badge

Your CSU ID is your formal employee identification badge. It may be used as a physical security access key for certain campus buildings, as well as an access card for many employee services. You should pick up your CSU ID from the Office of Human Resources office (228 Richards Halll).

☐ I have set up financial and employee information in OneUSG Connect.

To provide or update this information, locate OneUSG Connect in the "Applications" tab of MyCSU. If you need help, review the Employee Quick Guide to OneUSG Connect.

☐ I have made transportation/parking decisions.

Every vehicle parked in a campus-owned parking lost must be registered with CSU's Parking Services. For in-person questions or concerns, the Parking Services office is located in the University Operations Annex next to Parking Lot 5.

☐ I have accepted/declined benefit options, if in a benefited full-time position.

View what benefits are available to you in OneUSG Connect and select or decline USG-provided benefits within 31 calendar days of your official start date.

☐ I have completed all required training in our training portals.

New CSU employees are required to complete several training modules and attestations. Some of these are generally required of all employees (like workplace ethics, cybersecurity safety, and responsibilities under the Clery Act and Title IX), while others may be more specific to your role, responsibilities and reporting unit.

Continued Onboarding

☐ I have reviewed my job expectations and set performance goals with my immediate supervisor.

After completing your onboarding first steps and attending orientation, meet regularly with your supervisor as you discuss and define your:

- Job Responsibilities & Expectations: confirm your understanding of your day-to-day tasks, long-term responsibilities, work schedule, communication expectations, team collaboration, and other workplace norms.
- Performance Goals & Evaluation Process: create short- and long-term goals and discuss how and when you will be evaluated.
- Training & Development Needs: determine any skills or knowledge gaps that you may need to address so you can perform your job effectively, and create with your supervisor a development plan.
- Plan for Regular Check-Ins: schedule regular meetings with your supervisor to discuss your progress, address your concerns, and adjust your goals and expectations as necessary.

Remember, your long-term success here at Columbus State goes well beyond this list, your first weeks of employment, or employee evaluations. It relies on you regularly communicating with your supervisor.

CSU Resources and Contacts

Human Resources

Human Resources
Phone: 706-507-8920
Email: hr@columbusstate.edu
Onboarding Website
MyCSU Portal
OneUSG Connect

Safety

CSU Police
Emergency line: 706-507-8911
Non-Emergency Line: 706-568-2022
Emergency Management
RAVE Guardian App

Benefits and Perks

Perks at Work
Team Georgia

Finding People and Places

Main CSU Phone Number: 706-507-8800
Campus Maps
CSU Directory
CSU Organizational Charts

Technology

UITS
UITS Help Desk: 706-507-8199
eQuest: MyCSU>Applications>eQuest

Skills and Development

The Leadership Institute
Tuition Assistance Program