

---

# For Managers

As a supervisor, it is your role to help welcome your new employee to CSU. CSU Human Resources will take care of enrolling full-time regular staff and faculty in CSU Orientation.

Review the basic process below to better support your new employee.

## Step 1. Pre-Hire Tasks in Careers and Equifax

Human Resources will initiate the first part of the Onboarding & Orientation. The new employee will be assigned Pre-Hire tasks through the Equifax system once they are hired in OneUSG Connect. Human Resources will work closely with the department to make sure the following tasks are completed:

- Sending the hire letter that includes Equifax login instructions.
- Completion of sections 1 and 2 of the I-9

## Step 2. Onboarding Task List

Supervisors will need to provide new employees with their login credentials. This will be sent to the supervisor automatically from IT once the employee is hired.

Supervisors will need to complete the [New Employee Access Form](#) for all new employees in their area. This should be completed on or before their first day of work. Directions will be sent for further completion after the form is submitted.

## Step 3. Discover CSU Orientation and Onboarding

Coming soon.

## Resources for Managers

- [Manager Self Service Process and Resources Toolkit](#)