

# employment at cwru

A Guide to  
Your First  
90 Days



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

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Orientation will be held in Crawford Hall on the north end of the CWRU quad.

## BEFORE YOU ARRIVE

We have extended you an offer letter, inviting you to join our team. If you have questions about your offer letter or welcome packet, please don't hesitate to contact your supervisor for assistance.

### Review Your Benefits

Take time to review information about participation in our benefit plans. A benefits specialist will go over the benefit plans with you at the orientation session as well.

### What to Bring on Your First Day

We ask that you bring appropriate documentation for the completion of your new hire forms, including proof that you are presently eligible to work in the United States as required to complete federal Form I-9. Failure to provide appropriate documentation of eligibility to work in the United States within three days of hire will result in immediate termination of employment in accordance with the terms of the Immigration Reform and Control Act.

To purchase parking through payroll deduction, you will need to provide your license plate number, state issued vehicle registration, make/model, year and color of the vehicle.

## ORIENTATION SESSION

Please report to **Crawford Hall, 10900 Euclid Avenue Room 209 at 8:00 a.m.** for orientation.

### Directions

Crawford Hall is located on the corner of Euclid and MLK Drive. Orientation is held on the second floor.

### Transportation and Parking

We ask that you please park in Severance Hall Parking Garage or Veale Parking Tower (lot S-53). Our Access Services Department will be able to validate your parking at those locations.

### What to Wear

You are encouraged to dress comfortably for orientation and bring a coat or umbrella if necessary.

### What to Expect at Orientation

You will start the day by completing paperwork. Coffee will be provided and you will be treated to lunch. You will have a full day of information including policy and procedures, employee IDs and parking, direct deposit of paychecks, Benefits, Information Technology/PeopleSoft, Diversity awareness, workplace safety, and much more.



## YOUR FIRST WEEK

During your first week, get connected to our community to ensure you have the information and resources you need to begin contributing and being productive. The Daily and University Events are great places to start, offering information about events and programming on and around CWRU's campus.

### Second Day

The day after attending orientation, please report to your regular work location. Meet with your supervisor to determine initial assignments, familiarize yourself with the workplace, meet others in the department and complete any necessary paperwork such as required training.

### What to Wear

Workplace attire must be neat, clean, and appropriate for the work being performed. Departments may determine appropriate workplace attire for their area. Any questions about the department's guidelines for attire should be discussed with your immediate supervisor.

### Direct Deposit, Tax Withholdings

Visit [case.edu/hcm](http://case.edu/hcm) to sign up for direct deposit, submit your tax withholding elections and review and update your contact information. Note: If you cannot access the site after your first week, please check with your supervisor to ensure your employee profile has been created in the HR/Payroll system.



## YOUR FIRST 30 TO 60 DAYS

Now is a good time to start building your community. Who are the primary stakeholders in your areas? There are lots of acronyms, people and support networks you will want to familiarize yourself with. More information on community groups can be found at [case.edu](http://case.edu).

### Review & Enroll in Benefits

You need to review and make decisions about participation in certain benefits within the first 30 days of your date of employment. These benefits include medical, dental, vision and reimbursement account benefits. Otherwise, you will have to wait until the next annual open enrollment period, unless you have a qualifying life event.

### Required Training & Policies

Be sure to review important policies and discuss any questions with your supervisor. You must complete required training and sign certain forms for your personnel file as part of your employment.

### Review 30-60-90 Review Program

Work with your supervisor to ensure your 30- and 60-day reviews are completed. How are you doing? Your first few weeks are critical in identifying what is working, and what could be improved.



## YOUR FIRST 90 DAYS

The first three months of employment are called the Orientation and Evaluation period. During this time, staff members determine whether or not the position meets their expectations, and the supervisor determines whether or not the staff member possesses the knowledge, skills and necessary competencies to perform satisfactorily.

Three months of employment marks the end of the Orientation Period. At this time you will receive your third performance review.

Have your one-on-one, 90-day review with your immediate supervisor. Talk to your supervisor about training and development opportunities.

### Required Diversity 360 Training & Policies

In keeping with university core values, all employees are expected to complete Diversity 360, the university-wide diversity education program, within the first 90 days of employment. After you have commenced your employment, visit [bit.ly/diversity360ss](http://bit.ly/diversity360ss) to register for a session. Please contact 216.368.8877 with questions regarding Diversity 360.

## PERSONALIZE YOUR EXPERIENCE

From BBQ on the Quad in the summer, to our Think Forum lecture series in Fall and Spring, there are social and educational campus events throughout the year for everyone. Keep up to date on upcoming events by reading *The Daily*.

## BUILD YOUR COMMUNITY

Get involved and grow your skills. CWRU provides many opportunities for employee's personal and professional growth; whether through courses at the Professional Development Center or serving with Staff Advisory Council and more. Visit [case.edu/hr](http://case.edu/hr) for a full list.

## CAMPUS LINKS & RESOURCES

### Active Shooter Response (ALICE)

[case.edu/publicsafety/training/active-shooter-response](http://case.edu/publicsafety/training/active-shooter-response)

### Campus Map

[webapps.case.edu/map](http://webapps.case.edu/map)

### Community Emergency Response Team (CERT)

[case.edu/publicsafety/training/emergency-management](http://case.edu/publicsafety/training/emergency-management)

### Environmental Health & Safety

[case.edu/ehs/](http://case.edu/ehs/)

### Office of Inclusion, Diversity & Equal Opportunity

[case.edu/diversity](http://case.edu/diversity)

### Public Safety

[case.edu/publicsafety](http://case.edu/publicsafety)  
Non-emergency: 216.368.3300  
Emergency: 216.368.3333

### Staff Advisory Council

[case.edu/sac](http://case.edu/sac)

### The Daily

[thedaily.case.edu](http://thedaily.case.edu)

### Wellness Program

[case.edu/wellness/facultystaff/the-wellness-program](http://case.edu/wellness/facultystaff/the-wellness-program)

### University Technology, [U]Tech

[case.edu/utech](http://case.edu/utech)

### University Events Calendar

[case.edu/events/university-events-calendar](http://case.edu/events/university-events-calendar)

### University-Wide Expectations and Services

[case.edu/hr/university-policies/university-wide-expectations-and-services](http://case.edu/hr/university-policies/university-wide-expectations-and-services)

## HUMAN RESOURCES LINKS

Department of Human Resources  
HR Service Center: 216.368.6964  
Crawford Hall, Room 320

### Benefits

[case.edu/hr/benefits](http://case.edu/hr/benefits)

### Compensation

[case.edu/hr/compensation](http://case.edu/hr/compensation)

### Immigration Services

[case.edu/hr/programs-services/immigration-services](http://case.edu/hr/programs-services/immigration-services)

### Faculty & Staff Wellness

[case.edu/wellness/facultystaff](http://case.edu/wellness/facultystaff)

### New Hire Information/Orientation

[case.edu/hr/careers/new-hire-information](http://case.edu/hr/careers/new-hire-information)

### Professional Development Center

[case.edu/hr/programs-services/professional-development](http://case.edu/hr/programs-services/professional-development)

### Records

[case.edu/hr/faqs/records](http://case.edu/hr/faqs/records)

### Staff Policies

[case.edu/hr/university-policies/staff-hr-policies](http://case.edu/hr/university-policies/staff-hr-policies)



## CHECKLIST

### Before You Arrive

- Bring/Locate Form I-9 documentation
- Bring/Locate License and vehicle registration
- Review benelect information and price sheets

### Your First Week

- Set up Employee ID
- Purchase parking
- Set up direct deposit
- Attend EHS trainings (if applicable)
- Attend health screening appointment (if applicable)
- Enroll in benefits
- Enroll in Diversity 360

### Complete Your Reviews

- 30 Day review
- 60 Day review
- 90 Day review