# Equipment and Supplies

Among the tasks to be completed prior to your new employee starting is the provisioning of proper equipment and supplies, which should be in place for his or her first day or work. This helps to establish both a level of comfort for the new hire as well as the means for work projects to begin in a timely manner. Keep in mind that some provisions can be acquired more quickly than others, so allow for additional time for the proper set-up of computer and phone services prior to your employee’s first day.

*Equipment, supplies, and information to provide:*

* A campus map and access to and demonstration of campus directory
* Keys to the building/office
* Telephone, cell phone (if applicable)
  + Access to online and phone directory and other useful contacts
  + Voicemail set up and instructions
* Computer and monitor
* Tablet (if applicable)
* Printer access (codes if required)
* Photocopier (maintenance, supplies and codes if required)
* Scanner and fax machine (codes if required)
* General office supplies (stapler, tape dispenser, pens, scissors, paper)
* How to request equipment, repairs, and supplies
* Organizational charts
* Business cards (if applicable)
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