START AT AU: NEW STAFF

Get to KNOW AU
- Learn about AU: benefits, policies, and resources
- Reference the AU map: find offices and points of interest on and off campus
- Review AU’s organizational structure
- Review AU’s statement of common purpose, strategic plan, and learn about AU’s history
- Learn how to speak “AU” (AU abbreviations and internal vocabulary)
- Identify key contacts in HR, Payroll, IT, Public Safety, etc.

Get to KNOW your UNIT
- Obtain a clear understanding of your department: roles, responsibilities, norms, procedures, and culture
- Review your department’s organizational structure
- Work with your supervisor to identify how your role fits into AU at-large and how your daily work makes a difference at AU
- Start to make connections: get to know the people in your department
- Identify questions you may want to ask to learn more about your department and AU

Get STARTED
- Register for required training courses and other relevant professional development courses
- Review important AU resources such as the payroll schedule, holiday schedule, how to get paid, etc.
- Review AU’s performance management guidelines and learn how to create and track your goals
- Continue to build to your network to help you do your job more easily

Get INVOLVED
- Learn about important events on campus
- Identify ways to network and meet AU staff across campus
- Find ways to get involved through athletics, community service, clubs, project teams, and committees