

MHRLR “New Hire” Checklist

Orientation can be a long, overwhelming process for many new students. In order to make yourself better prepared, please look over the following checklist and check off the items as you go. This checklist is meant as a tool for you to help ease your transition into the program. We look forward to seeing you at orientation, and again – congratulations!

S

Create your MSU NetID (<https://netid.msu.edu/activate.php>)

S

Familiarize yourself with the following websites:

- School of HRLR “Students” (<http://hrlr.msu.edu/students/>)
- My Spartan Career (www.myspartancareer.com)
- MSU Angel (www.angel.msu.edu)
- Schedule of courses (<https://schedule.msu.edu/default.asp>)
- Schedule Builder (<https://schedule.msu.edu/planner.asp>)

S

Prepare and bring to orientation with you:

- A current draft of your resume
- A sample cover letter

S

Prepare your course “track”:

- Review the degree requirements (<http://hrlr.msu.edu/prospective/mhrlr/requirements.php>)
- Review the course descriptions
(http://www.hrlr.msu.edu/prospective/mhrlr/course_description.php)
- Plan your semester-by-semester course schedule
- Register for classes

S

Contact your peer mentor(s) for:

- Course advice (e.g., difficulty, content, semesters offered, etc.)
- Resume and cover letter feedback
- Recruiting advice (including MySpartanCareer, info sessions, interviews, etc.)
- Extra-curricular activity information (e.g., social activities, experience/growth opportunities, etc.)
- Any other questions, comments, or concerns you may have

S

Contact Cheryl Mollitor with any administrative questions or concerns

- mollitor@msu.edu