

		<h2>Employee Orientation Checklist</h2>	
Name:		Title:	Work Area/Division:
Target Completion Date (within 21 days from hire date):			

After completing the orientation with each person indicated, return this form to your supervisor. These briefings can occur in any order subsequent to the Human Resources briefing, which will occur upon hire.

HUMAN RESOURCES (Terri Davis, BSU, 755-3966) INITIALS

1. Employee Benefits
2. Employee Assistance Program
3. Payroll Information
4. Non-contract days, personal leave days, sick leave, etc.
5. Payroll Program Contact
6. Signature of contract
7. Form Orientation

DEAN OF ACADEMIC/CO-CURR AFFAIRS or SUPERVISOR INITIALS

1. Campus Tour
2. Office Assignment
3. Staff Introduction/Union Representative
4. Accident Reporting/Emergency Procedures/Lock-Down Procedure
5. Employee Policy Review: Workplace Violence, Sexual Harassment, Drug-Free Environment, Tobacco-Free Environment, Non-Discrimination, Fraudulent or Other Dishonest Acts
6. College Catalog and Campus Handbook
7. College Calendar/Course Schedules
8. Copy of applicable contact
9. Academic Form Orientation
- *The following items are for faculty only:
10. Faculty credentialing
11. Advising/Advising Handbook
12. Professional Development Plan
13. Academic calendar/duty days (including activity days/in-service)

ENROLLMENT SERVICES (faculty only)

REGISTRAR INITIALS

1. Confidentiality/Records Law/Data Privacy
2. Web Registration/Learner Orientation Procedures
3. Online grading/learner record access
4. Learner Form Orientation

FINANCIAL AID COORDINATOR INITIALS

1. Financial Aid/Work Study/Veteran's Benefits/Tuition

ENROLLMENT DIVERSITY COORDINATOR INITIALS

1. Recruitment/marketing processes

MULTICULTURAL ADVISOR INITIALS

1. Multicultural services for learners

DIVISION CHAIR (faculty only) INITIALS

1. Course Outlines/Syllabus/Teaching and learning quality expectations
2. Assessment: Program Outcomes, General Learning Outcomes, Program Improvement Plan/Report, Program Vitality and Effectiveness Review
3. Safety Issues Related to Department
4. Departmental Policies
5. Orientation to D2L
6. ITV—Scheduling/Policies/Teaching Procedures (if applicable)
7. Department/Division Meetings
8. Course Scheduling Process
9. Accreditation Standards
10. Program Supplies/Facilities
11. Placement/Graduate Follow-up

BUSINESS MANAGER INITIALS

1. Purchasing Procedures, if applicable
2. Form Orientation
3. Budgets (includes codes)
4. Business Office Procedures (travel reimbursement)
5. Parking
6. Codes: long distance, copy machine

BOOKSTORE MANAGER INITIALS

1. General Operating Guidelines
2. Issuance of Supplies
3. Textbook Ordering Procedures (faculty only)

UNION REPRESENTATIVE INITIALS

1. General Union Information
2. Contract
3. Dues/Fairshare
4. Salary Schedule Advancement
5. Form Orientation

MEDIA SPECIALIST (LIBRARY) INITIALS

1. Library Orientation
2. ITV Operating Procedures
3. Multi-media/Equipment Usage
4. Copyright Laws

COUNSELOR INITIALS

1. REACH Team
2. Counselor Referrals

TECHNOLOGY SERVICES INITIALS

1. Computer/printer
2. E-mail Account
3. D2L account
4. Public employee – Private data
5. Telephone orientation
6. Projector orientation
7. Copier / Fax
8. Web site directory

LEARNING SERVICES COORDINATOR INITIALS

1. Purposes/Services of Learning Enrichment Center
2. Rights of Learners with Disabilities/Policies/Procedures
3. Form Orientation

BUILDING SUPERVISOR INITIALS

1. Right to Know / MSDS pertinent to position
2. Campus Safety
3. Keys/Campus Access
4. Form Orientation

DIRECTOR OF INSTITUTIONAL EFFECTIVENESS INITIALS

1. Commitment to Quality/AQIP
2. Surveys
3. Master Academic Plan/Action Planning teams and Processes
4. Form orientation

PROVOST INITIALS

1. College Mission and Vision, Goals
2. MnSCU, Office of the Chancellor Strategic Directions

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 11/30/07 2:40 PM
Document Number:4000-4-02	Rev.	Page 3 of 3	Level # 4
Title: Employee Orientation Checklist			Implementation Date: May 2007