

Orientation Checklist For New Employees

| Employee | Position | Location |
|----------|----------|----------|
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Purpose: The purpose of orientation is to provide essential information about the College to new employees in order for the employee to perform their assigned duties.

Orientation Assignments – Instructions: Employee should initial each item as information is received. (If any item does not apply, please enter N/A in the space provided.)
[To be completed within 21 days from hire date]

COLLEGE/CAMPUS INFORMATION

[Supervisor/Designee]

| | |
|--|---|
| <input type="checkbox"/> Office/Room Assigned | <input type="checkbox"/> Student Services Role |
| <input type="checkbox"/> Campus Tour | <input type="checkbox"/> Counselor Role |
| <input type="checkbox"/> Staff Introduction/Union Representation | <input type="checkbox"/> Pre-Assessment (Faculty) |
| <input type="checkbox"/> Forms Orientation (timesheet, if applicable) | <input type="checkbox"/> Confidentiality/Records Law |
| <input type="checkbox"/> Mail Room/Copying | <input type="checkbox"/> Admissions/Waiting Lists |
| <input type="checkbox"/> Communication Information – telephone, fax, voice messages, mailbox | <input type="checkbox"/> Student Orientation |
| <input type="checkbox"/> Personal Leave, Sick Leave, Workshops, Vacation, etc. | <input type="checkbox"/> Student Services Form Orientation |
| <input type="checkbox"/> Accident Reporting/Emergency Procedures | <input type="checkbox"/> Course registration, drop/add, change of information |
| <input type="checkbox"/> Student Handbook | <input type="checkbox"/> Tuition/Financial Aid/VA benefits/Work Study |
| <input type="checkbox"/> College Catalog | <input type="checkbox"/> Student Housing (if available) |
| <input type="checkbox"/> Placement Services | |

College/Campus Information NOTES:

BUILDING INFORMATION

[Facilities Services Supervisor]

| | |
|--|---|
| <input type="checkbox"/> Maintenance Procedures/Requests | <input type="checkbox"/> Equipment Requests |
| <input type="checkbox"/> Campus Safety/Emergency Plan | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Right to Know | |

Building Information NOTES:

COMPUTER INFORMATION***[Computer Help Desk]***☐ Computer Policies and Procedures☐ Intro to Computer (Accessing E-mail)☐ Computer Procurement☐ Assignment of Internet /E-mail Account*Computer Information NOTES:*

FINANCIAL INFORMATION***[Campus Business Manager]***☐ Budgets☐ Parking☐ Purchasing Procedures☐ Forms Orientation – Expense Reports, etc.*Financial Information NOTES:*

UNION INFORMATION***[Union Representative]***☐ General Union Information☐ Dues☐ Contract*Union Information NOTES:*

LIBRARY INFORMATION***[Campus Librarian]***☐ Library Procedures☐ Equipment Usage☐ ITV Procedures☐ Copyright Information*Library Information NOTES:*

LEARNING SERVICES***[Campus Coordinator]***☐ Resource Center/Tutors☐ Student Rights☐ Policies/Procedures*Learning Services NOTES:*

BOOKSTORE**[Bookstore Manager]**

☐ General Operating Guidelines

☐ Ordering Supplies*Bookstore NOTES:*

PROGRAM/COURSE INFORMATION (Faculty Only)**[Academic Dean/Designee]**

☐ Licensure/Renewal

☐ Division/Department Safety Issues

☐ Copy of Faculty Contract

☐ Department/Division Meetings

☐ Course Schedule/Course Scheduling Process
Academic Calendar/Duty Days (Including
Project/Activity Days/In-Service)

☐ ITV Instruction –
Scheduling/Policies/Procedures

☐ Student Advising

☐ Accreditation Standards

☐ Course Syllabi/Course Building Overview

☐ Program Supplies/Facilities

☐ Computer Grades*Program/Course Information NOTES:*

This is to verify that the following items have been completed, furnished, and/or explained to me by Minnesota State Community & Technical College personnel during orientation.

Employee's Signature

Date

Supervisor's Signature

Date