



New Employee Orientation Checklist

The following checklist serves as a support to all **supervisors** who are responsible for departmental orientation of a new hire. It ensures that all the necessary information is covered with employees at the onset of their employment. **Each employee should have a completed checklist by the end of their first month of employment.** When this form is complete please send a copy to the Human Resources Department. If certain information is not applicable to your area, indicate with an "N/A".

Employee Name: _____ **Supervisor's Name:** _____

Department: _____ **Title:** _____

	<u>Initials of Employee</u>	<u>Initials of Supervisor</u>		<u>Initials of Employee</u>	<u>Initials of Supervisor</u>
Meet with Benefits Coordinator	_____	_____	Key check out For access	_____	_____
Get ID Card/ Parking Decal	_____	_____	Campus Tour	_____	_____
Go over important dates on Academic calendar	_____	_____	Review purchases of Supplies through bookstore	_____	_____
Review Dress code policy	_____	_____	Review procedures and Request access for IT	_____	_____
Go over Safety/Emergency Procedures	_____	_____	Review use of Courier System	_____	_____
Go over FERPA regulations	_____	_____	Tour of myNOC and NOC website	_____	_____
Review sick leave policy & submission of forms	_____	_____	Procedures for submitting a purchase order	_____	_____
Procedures on submission of travel requests & reimbursements	_____	_____	Procedures for Maintenance work order requests (SchoolDude)	_____	_____
Email protocol	_____	_____	Policies for (R&R)Prof. Dev. Reimbursement Program handbook 3.17.2	_____	_____
Policies on social media at and away from work	_____	_____	Access to events on all campuses	_____	_____
Review Organizational Chart/reporting structure	_____	_____	Printing & Copying policies and codes	_____	_____
Review on-line location Of employee handbook	_____	_____	Graphic Standards Guide	_____	_____
Complete online Sexual Harassment Training	_____	_____			



New Employee Orientation Checklist—Faculty Only

	<u>Initials of Employee</u>	<u>Initials of Supervisor</u>		<u>Initials of Employee</u>	<u>Initials of Supervisor</u>
Important calendar dates for grades, NS, etc.	_____	_____	Turnitin.com Training	_____	_____
Blackboard training	_____	_____	Review Early Alert System	_____	_____
Quality Matters training (if online instructor)	_____	_____	Review textbook adoption procedure	_____	_____
ITV Training (if ITV instructor)	_____	_____	Review class scheduling procedure	_____	_____
Disability/Student Accommodations Services	_____	_____	Regional cultural opportunities	_____	_____
Policies on overload pay/adjunct pay	_____	_____	Academic Advisement Training	_____	_____