

# New Employee Orientation Guide



JW 9/27/22

## Instructions

The following checklist is for helping orient new employees.

- Modify this checklist to meet the specific needs of any given Division/Department.
- Review the checklist prior to meeting with the new employee(s), tailor the checklist to the unique characteristics of the division, gather forms and other paperwork as applicable, and schedule meetings and/or events in advance.

## Prior to Arriving

Prepare for your new employee's arrival. The new employee's supervisor is responsible for coordinating and delegating tasks in advance of the new employee arriving. Designate an onboarding team to assist if necessary.

- Ensure your new hire's appointment is approved at least 7 days prior to their start date
- Signed contract/offer letter was received at HR
- Review the Supervisors Checklist provided by HR and ensure all paperwork is being completed
- Background Check(s) requested and completed
- Appointment entered and approved (work with HR department)
- Arrange the workspace and ensure all supplies are available
- Provide necessary office supplies (pens, paper, etc.)
- Order Nameplate
- Discuss work attire or obtain information for uniforms or required gear
- Ensure all technology requests are listed in the Blue Team Form
- Arrange for phone setup
- Arrange for Barton IT or Dedicated Desktop Support professional to meet with the new hire on the first day to ensure email accounts and any necessary software are up and running
- Arrange for Key/Building Access / Temporary Visitor Pass  
(Division Key Control Liaison or Campus Safety)
- Create an itinerary for the first week and communicate this to the new hire so they know what to expect when they arrive
- Arrange for someone in the division to be an informal "onboarding buddy" to the new hire – someone other than the supervisor to whom the new hire can go with questions
- Make sure someone is available to escort new employee around until they are familiar with campus
- Arrange lunch plans for the first day with the new hire – suggestions are as follows: Coordinate a group lunch – sit with new hire on 1<sup>st</sup> day
- Send a communication out to the team/division announcing the new hire, their start date, and any pertinent information so the new hire's colleagues are ready to welcome the new hire

## First Day/Week

Welcome:

- Greet and show employee to their office space, etc.
- Go over agenda for the day so they know what to expect
- Tour of office building, shop, workplace, breakrooms, etc.
- Meet co-workers (support staff, faculty, mentor)
- Show location of break room, kitchen, restrooms, mailbox, printer/copier, etc.
- Prepare Fort Riley installation access application form – with appropriate POC
- Keys/Access –ensure the employee has all the necessary access, ensure keys work
- Explain whom the employee may go to with questions/concerns when supervisor is not available
- Share employee's own work contact information:
  - Phone extension
  - Email address and initial password
  - Employee ID number
- Order Desk plate, Nametag, Photo ID
- Obtain information for business cards and order cards if necessary
- What greeting to use when answering the phone

Information Technology:

Meet with the new employee for the following:

- Computer use/ internet use and policies
  - Appropriate use and security (locking or logging off when away); treatment of confidential information.
  - Software
  - Hardware
  - Email
  - Storage
  - Distribution Groups – add new employee
  - Access to shared drives
  - Storage of personal files on college equipment/drives etc.
  - Restart/shutdown/end of day or week
  - College Zoom Account
- Backups
- Inform new employee about specific support for personal computers
- Do not bring in or purchase hardware/software – refer to policies
- Explain domains and uses ADMIN vs Student, lab etc.
- Ellucian Products
  - Employee Portal – Cards and what they can access including but not limited to additional training where applicable on Canvas, Concourse, Assessment, systems, 25 Live, sso to everything etc.)
  - Banner

- PAWS (aka SSB), pay period/time entry, benefits, requisitions etc.
- Portal login for students
- Clearing Cache - Short cut saving of website urls
- Tech Support help and contact
  - Cougar Tech Support – [cougartechsupport@bartonccc.edu](mailto:cougartechsupport@bartonccc.edu)
  - Ext. 100 from any Barton Phone
  - Dial 620-786-1100 from cell or off campus phone
- Spam Filter
- Missing emails
- Cyber Security
  - Training
  - Suspicious emails
  - Screen Shot
- Passwords
  - Netwrix expiration warning
  - Portal Security Card
- Wi-Fi
  - Domains to use
- O365 and all applications
  - Employees can download MS Office free on their personal devices
- Remote Access
  - Terminal Servers
  - VPN
  - Saving documents
- Forms Center located on the College Intranet
  - Tech Request
  - Request new and replacement of hardware or software
- Computer labs
  - Student login
  - Instructional – how to use equipment
  - Active Learning Classroom
  - Learning Resource Center
- Office printer/copier/scanner use
- Introduction to College Intranet
- Temporary check out of college equipment and use
  - Laptop
  - Mifi (Mobile Wireless Internet)
  - Other hardware per request
- iPhone/Android Phone Support for applications including email, O365 apps, etc.
- Supervisor to go over the following topics with the new employee:
  - E-mail policies – use, expectations, out of office notifications, etiquette (never forward your email to a non-Barton account)

- Scheduled meetings and events – add new employee to ongoing or upcoming meetings/events
- Share your “Favorites” website information as it applies to the position

Telephone

- Employee’s Telephone Number
- Dial 91 then the number for long distance (explain “Business Only” use of long distance)
- Dial 9 then the number for local
- Barton campus’s extensions use 3 digits
- Access phone directory from desk phone or the website
- Voicemail Procedures – greetings, expectations, out of office

Institutional Effectiveness:

- Produces College data to usable and readable formats
- Provides data analysis for programs and courses
- Leads strategic planning for the college
- Offers access and training for Power BI

The Center for Innovation and Excellence:

- Personal and professional growth opportunities
- Course design and Canvas training (BOLT 104)
- Barton Online faculty and student support
- OER and innovation resources

Role and Responsibilities:

- Division and/or supervisor expectations
- Preferences for communication with supervisor and colleagues –phone, email, one-on-one meetings
- Written/unwritten rules – (e.g., what does “on time” to a meeting look like, checking work emails, meeting deadlines, etc.)
- Expectations of position/job responsibilities
- Go over position description with the employee
- Role of position in relation to other co-workers/team
- Role of position in relation to other divisions within the college
- Introduction of co-workers in other divisions
- Review Performance Plan within 1<sup>st</sup> 90 days
- Explain acceptable and unacceptable performance behaviors
- Visits to outside agencies, seminars, conferences, Safety Council meetings, etc. are considered work time. Explain methods for informing supervisor about desired attendance at these events
- Tuition Waiver – explain college for attending classes
- Performance appraisal forms & processes
- Performance appraisal periods
- Performance appraisal policies
- Discipline approaches and processes

- Professional development opportunities
- Discuss conflict-of-interest

### Thirty-Ninety Days

#### Division Information:

- A brief history of the division
- Organizational chart and Employee Directory
- Barton Community College's mission, vision, strategies, core values, goals
- Barton VP of Instruction's mission, vision, strategies, core values, goals
- Division mission, vision, strategies, core values, goals
- College's internal website, Division/Department website, employee tools, etc
- Division growth-past and future
- Degree programs, certificates, industry certificates, so on.
- Acronyms & symbols related to division and college
- Office culture and expectations – keeping office doors open/closed, saying hello/goodbye, taking time to socialize with co-workers, playing music, etc.

#### Commitment to Services:

- The division's primary customers
- Division partners—on and off campus
- The services provided by the division
- The divisions' commitment to service and the importance of being a good service representative for the division (the importance of first impressions and potential consequences for not being a good customer service representative.
- Other:

#### Facility Tour and Welcome:

- Conduct tours of appropriate division and main campus facilities, remote office locations
- Plan team-building and icebreaker exercises
- Coordinate live or VTC key members of leadership introductions (Board of Trustees, President, Vice President(s), etc)

#### Human Resources Information:

- Benefits and Payroll is managed by Human Recourses Department at Great Bend
- New Employee Information
- HR Frequently Asked Questions
- Payroll Questions

#### Required Training:

The training may focus on employee or institutional-related issues, which may include, but shall not be limited to those listed below. Depending on the division of assignment, other training, as deemed appropriate by the College, may be necessary.

- Title IX
- Bloodborne Pathogens
- Cyber Security
- Additional Trainings

Professionalism, Professional Behavior and Dress:

- Policy on mobile phones, iPods and personal tablets in the workplace
- Company property policies
- Professional and industry ethics
- Code of conduct policies
- Appropriate grooming guidelines
- Dress code
- Proprietary information policy

Office Policies, Procedures, and Operations

- Employee suggestion box/policy
- Sending interoffice and U.S. mail
- Reserving a conference room
- Office furniture requests
- Break room locations/policies
- Visitor policies
- Smoking areas and policies
- Solicitation policies
- Recycling, compost, zero waste
- Procedure on ordering supplies/equipment for position or work assignments
- Demonstrate the college's intranet site
- Explain / demonstrate the OTIEC intranet site
- Events – retreats, group functions, etc
- Alcohol and Drug Abuse Policies

Professional Development Opportunities

- Division workshops
- Employee Learning (free professional development trainings)
- Conferences
- Technical/computer Training
- How to request training

- Committee Opportunities and Assignments
- Committee Assignment(s)

- Marketing
- College, OSHA, Great Plains OTIEC logos and marketing plan
- Strategic Planning for both Barton and OTIEC programs

- Great Plains OTIEC Information
- Great Plains OTIEC vision, mission, goals, and core values
- OTIEC websites
- OTIEC agreements
- OTIEC Host Site information/agreements

#### Networking

- Introduce the employee to individuals in/out of the division whom they will work with
- Send email to discipline/area distribution list welcoming employee
- Provide a list of locations of other employees' offices
- Provide a list of contact information of vendors and contractors
- Provide a list of individuals who may serve as resources
- Groups/unofficial office clubs – connect new employees with the people who organize events such as running, walking, lunch clubs, after-hour social events, community service

#### Division Culture

- Division swag (coins, cups, mugs, etc.)
- Division social events (lunch with the team, etc.)
- Safety Programs/Sanitation
- College Health and Safety Procedures, as they apply
- Emergency procedures & evacuation routes
- Location of emergency exits
- Locations of fire extinguishers
- Accident reporting procedures and how to report Worker's Compensation
- Campus Closures and Campus Emergency Evacuation Procedures:
- Campus Emergency Alerts
- Add to division emergency phone tree, if applicable
- Shop-specific safety procedures, if applicable
- Work area/specific safety procedures, if applicable (e.g., shops, labs)
- Video(s) and other materials on safety and ergonomics
- Ergonomics products/services
- Security services and policies
- Sick bay area and first aid supplies
- Recycling and Trash policies
- Environmental issues
- Weapons policy
- Security services and contact information
- Confidentiality policies
- Travel, Purchasing and Expenses
- Travel policies and procedures
- Division travel services
- Expense report procedures

- Purchasing policies/procedures
- Purchasing forms and procedures
  
- Time and Attendance/Leave Policies
- Overtime policies
- Breaks and meal periods
- Flextime policies
- Work hours/work schedules
- Leave/Vacation/Illness/Holiday/Bereavement policies 2415 & 2416
- Payroll schedule
- Timesheet policies/procedures
- Inclement weather policy
- Jury duty
- Campus closure: Cougar Text Alert System(RAVE)
- College Discounts

### **Continued Support/Year One**

- One-on-one meetings, communication, consistent feedback and constant engagement will help the new hire reach higher levels of productivity faster and will help your new employee become a fully integrated member of your organization.
- Meet with employee at the end of each of the first several days to see how the day went
- Complete and review performance plan with employee at 90 and 180 days
- Schedule supervisor/employee check-ins after 30, 60, 90 days, and regular one-on-one meetings (bi-weekly is recommended, but this will depend on the position)
- Provide on-going feedback, personally engage with your new hire and recognize their contributions
- Around 90 days from the hire date, ask your new hire how their role meshes with what was described during the initial interview process. Also, ask for the new hire to share their own feedback on improvements and share who has been helpful during their transitional process
- At one year, it is an excellent opportunity to thank, motivate, and congratulate the employee. A symbolic gift for their initial year of service is a nice touch!