NEW EMPLOYEE ONBOARDING CHECKLIST

Please review the following information with your new employee.

BEFORE THEY BEGIN

- Order door/desk keys
- Assign Welcome Coordinator
  (Contact person prior to hire to answer possible questions.)
- Order business cards & name tag from Print Center
- Order name plate/door signs (as appropriate)
- Send two week schedule to employee

Computing needs request, contact IT Department Liaison

NOTE: Access to email & network password – HR will work with new hire to have this completed before their first day

Supervisor:

- Request position/department specific computer software permissions
- Add access to Shared Folders on the S:/ drive
- Calendar Access – have other department members grant access to their calendar
- Building Access – send this form to Tim Isom for access

First day activities:

- Visit Human Resources to fill out employment paperwork & do benefits meeting.
- Visit Buntrock Commons Office for employee photo ID/One Card
- Visit Parking Office website to obtain parking permit(s)
- Complete credit card application for Accounts Payable, if applicable
- Sign up for Ole Alert System
- Review campus emergency procedures and protocols

Introductions

- Direct supervisor should introduce department members and their responsibilities
- Direct supervisor should introduce other department interacting members
- Discuss College Mission Statement

Work Area Locations

- Restrooms
- Copy/fax equipment
- Office supplies
- Vending machines

SEXUAL ABUSE AWARENESS & UNDERSTANDING AND PREVENTING SEXUAL VIOLENCE TRAININGS

Within the first two weeks of employment, new employees are expected to complete the sexual abuse awareness and understanding and preventing sexual violence training modules. These can be done at work or at home. Hourly employees should include the training as paid time worked on their timesheet. Visit this link for access and instructions http://wp.stolaf.edu/hr/required-training/.

Departmental procedures

- Phone system (phone directory, dialing long distance, telephone user manual)
- Confidentiality Agreement
- Preferred telephone greeting for office
- Required Training: Bloodborn Pathogens, Safety In-service for Facilities employees
- Hepatitis B vaccine for Facilities employees
Departmental expectations
__ Sick/excused absence policies - who to call and when?
__ Vacation/holiday time – expectations for requesting vacation/time off
__ Performance evaluations - Scheduled performance evaluation for this employee will be ________
   (All employee evaluations are to be completed annually)
__ Lunch/Breaks – is office ever closed?
__ First report of injury (contact HR Coordinator if injured)
__ Dress code – casual Fridays & summer hours
__ Other departmental policies and procedures

Take a Tour – Places To Visit

Buntrock Commons:                     Tomson Hall:
__ Buntrock Commons Office            __ Business Office/Accounts Payable
__ Bookstore                           __ President’s Office
__ Library *                           __ Dean of Students
__ Chapel                              __ Provost and Dean of the College
__ Print Center & Mail Services        __ Public Safety
__ Stconst Hall, The Cage, The Pause, Kings’ Room

Tostrud Center:
__ Wristband application*             * Access to services will require your ID/Ole Card

Campus Conduct Hotline©. Toll-free (866) 943-5787. This is a completely confidential/anonymous service. St. Olaf is committed to maintaining the highest standards of behavior on our campus. If you experience or observe what you believe is inappropriate behavior and are unsure what to do, talk with Human Resources, your supervisor, or with a member of the College administration. If you feel you cannot, however, please do use the Campus Conduct Hotline© to report it. Also, if you have any general questions about how the Campus Conduct Hotline© works, please do not hesitate to call Mike Goodson, VP of Human Resources, directly at x3294.

Virtual Tour of Web Sites
__ Buntrock Scheduling Office
__ Business Office
__ Tostrud Center (hours open)
__ Employee Self Service
__ Time Entry System
__ Account Services
__ Facilities – Maintenance Requests
__ Employee Handbooks
__ Library
__ Campus Map

Other items – department specific

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