

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

Orientation Checklist for New Employees

Responsible for completing orientation: _____ **Supervisor:** _____

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.

Instructions: Employee should initial each item as information is received. (If any item does not apply, please put NA in the space provided.)

College/Campus Information

- | | |
|--|---|
| <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 | <input type="checkbox"/> Pre-Assessment (Faculty) |
| <input type="checkbox"/> Form Orientation (time sheet if applicable) | <input type="checkbox"/> Confidentiality/Records Law |
| <input type="checkbox"/> Copy Machines/Mail | <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 – course registration, drop/add, change of information |
| <input type="checkbox"/> Emergency Procedures | <input type="checkbox"/> Tuition/Financial Aid/VA benefits/ work-study |
| <input type="checkbox"/> Student Handbook | <input type="checkbox"/> Student Housing (if available) |
| <input type="checkbox"/> College Catalog | <input type="checkbox"/> Placement Services |
| <input type="checkbox"/> Position Description (if applicable) | <input type="checkbox"/> Policies/Procedures |
| | <input type="checkbox"/> Office Supplies |

Building Information

- | | |
|--|--|
| <input type="checkbox"/> Maintenance Procedures/Requests | <input type="checkbox"/> Equipment Requests |
| <input type="checkbox"/> Campus Safety | <input type="checkbox"/> Reporting of Accidents |
| <input type="checkbox"/> Right to Know | <input type="checkbox"/> Long distance telephone access code |
| <input type="checkbox"/> Keys | <input type="checkbox"/> Room Scheduling |

Computer Information

- | | |
|---|---|
| <input type="checkbox"/> Computer Policies & Procedures | <input type="checkbox"/> Intro to Computer (Accessing E-mail) |
| <input type="checkbox"/> Computer Procurement | <input type="checkbox"/> Assignment of Internet Account/E-mail Account |
| <input type="checkbox"/> ITV Procedures | <input type="checkbox"/> Printer Access |

Financial Information

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Budgets | <input type="checkbox"/> Purchasing Procedures |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Forms Orientation – Expense Reports, etc. |

Union Information

- | |
|--|
| <input type="checkbox"/> General Union Information |
| <input type="checkbox"/> Contract |
| <input type="checkbox"/> Union Dues/Fair Share |

(To be completed within 21 days from commencement of duties)

Human Resources/Payroll

- | | |
|---|---|
| <input type="checkbox"/> New Employee Forms | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Leave Accruals |
| <input type="checkbox"/> Leave Eligibility | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> Payroll (Employee Self-Serve) | <input type="checkbox"/> First Report of Injury |
| <input type="checkbox"/> Official Transcripts (if applicable) | <input type="checkbox"/> Business Expenses |
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Name Tags |

Library Information

- | | |
|--|--|
| <input type="checkbox"/> Library Procedures | <input type="checkbox"/> Equipment Usage |
| <input type="checkbox"/> Copyright Information | |

Learning Services

- Resource Center/Tutors
- Student Rights
- Policies/Procedures

Bookstore

- General Operating Guidelines
- Ordering Supplies/Books

Program/Course Information [FACULTY ONLY]

- | | |
|--|---|
| <input type="checkbox"/> Licensure/Renewal | <input type="checkbox"/> ITV Instruction-Scheduling/Policies/ Procedures |
| <input type="checkbox"/> Course Schedule | <input type="checkbox"/> Department/Division Meetings |
| <input type="checkbox"/> Academic Calendar/Duty Days (Including In-Service) | <input type="checkbox"/> Course Scheduling Process |
| <input type="checkbox"/> Student Advising | <input type="checkbox"/> Accreditation Standards |
| <input type="checkbox"/> Course Syllabi/Course Building Overview | <input type="checkbox"/> Program Supplies/Facilities |
| <input type="checkbox"/> Division/Department Safety Issues | <input type="checkbox"/> Computer Grades |

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

Employee's Signature

Date

Supervisor's Signature

Date

Please return to the Human Resources Office

(To be completed within 21 days from commencement of duties)