NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

Orientation Checklist for New Employees

Responsible for completing orientation: ___________________ **Supervisor:** ________________

Mission: Northland transforms the lives of students and our communities through a welcoming, supportive, and integrated learning environment.

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 N/A in the space provided.)

College/Campus Information

______ Office/Room Assigned
______ Campus Tour
______ Staff Introduction
______ Form Orientation
______ Admissions/Waiting Lists
______ Mail/Mailbox
______ Communication Information Telephone Ext, Fax #, voicemail
______ Student Housing (if available)
______ Student Handbook
______ Policies/Procedures
______ Tuition/Financial Aid/VA benefits/ work-study

______Student Services Role
______Counselor Role
______Pre-Assessment (Faculty)
______Confidentiality/Records Law
______Emergency Procedures
______Student Orientation
______Student Services Form Orientation – course registration, drop/add, change of information
______College Catalog
______Placement Services

Building Information

______ Maintenance Procedures/Requests
______ Campus Safety
______ Right to Know
______ Keys

______Equipment Requests
______Reporting of Accidents
______Room Scheduling

ITS/Computer/Phone Information

______ Computer Policies & Procedures
______ Computer Procurement
______ ITV Procedures
______ Long distance telephone access code

______Intro to Network (Accessing E-mail)
______Assignment of E-mail Account
______Printer Access
______Copy/Fax Machines

Financial Information

______ Budgets
______ Forms Orientation

______Purchasing Procedures
______Procurement Card

Union Information (HR)

______ General Union Information
______ Contract
______ Union Dues

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

Human Resources/Payroll

______ New Employee Forms
______ Retirement
______ Leave Eligibility
______ Payroll (Employee Self-Serve)
______ Official Transcripts (if applicable)
______ Parking
______ Employee Home
______ Position Description (if applicable)
______ Insurances and eligibility dates
______ Leave Accruals
______ Holidays
______ First Report of Injury
______Employee Code of Conduct/ELM Training
______Business Expenses
______Workday
______StarID

Library Information

______ Library Procedures
______ Copyright Information
______ Equipment Usage

Academic Success Center

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

Bookstore

______ General Operating Guidelines
______ Ordering Supplies/Office Supplies/Books

Program/Course Information [FACULTY ONLY]

______ Licensure/Renewal
______ Course Schedule
______ Academic Calendar/Duty Days (Including In-Service)
______ Student Advising
______ Course Syllabi/Course Building Overview
______ Division/Department Safety Issues
______ ITV Instruction-Scheduling/Policies/ Procedures
______ Department/Division Meetings
______ Course Scheduling Process
______ Accreditation Standards
______ Program Supplies/Facilities
______ Grading

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)