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 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
_____Star I.D.

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)