New Employee



|  |  |
| --- | --- |
|       | is scheduled to begin their first day of employment with AU on  |
|       |  in the position of: |       |

**The following items may need to be completed prior to the first day, first day, or within the first three days.**  🗹 when completed. It is important that the new employee under your supervision become well acquainted with his/her responsibilities, other workers and the facilities on campus. It is essential that he/she understands how the job fits in with the objectives of your department and those of Anderson University.

|  |
| --- |
| New Employee Orientation: |
| [ ]  [ ]  N/A | Contact Human Resources – x4132 Submit Initial Employment/Payroll Forms/ID Request & Parking Permit* Data Sheet
* ITS – Network Account Request

 Obtain ID number from Human Res. - Must have for ITS and other forms Employee will bring I-9 identification and other payroll forms to HR  |
| [ ]  [ ]  N/A | Campus Service Requests:PPD – School Dude: Telephone, Keys, Desk NameplateITS – Network Account Request form (its.anderson.edu/newtoAU) Publications – Business Cards, Name Tag [www.anderson.edu/storefrontorders](http://www.anderson.edu/storefrontorders) |
| [ ]  [ ]  N/A | Notification of New Employee:Police & Security -Lori Anson - 4154Mail Distribution Center-Ginger Miller – 4135[Campus News Email](https://docs.google.com/a/anderson.edu/forms/d/1S88GLxrOYb01Ao2AQ1-_tr40vDyJRAuSGXwc7e88GoI/viewform?c=0&w=1): (Weekly update from Rebecca Beeler)  Welcome/Brief Intro  Job Responsibilities as they relate to other depts./employees Campus Info: Email address, Telephone #, Room # Days of week available if not typical M-F, 8 a.m. – 5 p.m. |
| [ ]   | New Employee Orientation: [www.anderson.edu/hr](http://www.anderson.edu/hr) >> Resources For Faculty and Staff >> New Employee OrientationThis will take a few hours for a new employee to review. HR would recommend use of a computer in the dept. or one of the computer labs in the Library, Decker Hall, 3rd floor, etc.Schedule an appointment with the Payroll & Benefits Specialist to answer benefit questions, ext. 4130.Online enroll in benefits, emergency contact, etc. |
| Departmental Orientation: |
| [ ]  [ ]  N/A | Introductions* Dept. staff
* Other Depts. closely associated with dept.
* Managers, Dean or Vice President of area

Tour of area/building* Restroom Facilities
* Emergency Exits
* Tornado Shelter
 |
| [ ]  [ ]  N/A | Explain the department, its activities and operation. Explain how it relates to AU in terms of objectives and goals. |
| [ ]  [ ]  N/A | Explain how his/her job fits into the accomplishments and goals of the department and AU. |
| [ ]  [ ]  N/A | Discuss thoroughly the job responsibilities and duties and clearly define the standards to be met. Make sure he/she understands them. This will make for better communication at future times. Answer questions he/she might have concerning the college, department or responsibilities. (Is job description current and on file in Human Resources?) |
| [ ]  [ ]  N/A | Work Hours:* Work Schedule
* Clocking In/Out and Corrections to time clock punches
* Breaks and Lunch Period
* Time Off Requests
* When and whom to call when absence is necessary
* Emergency Contacts
* Chapel Attendance norm for dept.
 |
| [ ]   | Location* Campus phone, room number
* Campus mailing address
* Closest emergency exits
* Supervisor campus contact information in case of illness/emergency
 |
| [ ]  [ ]  N/A | Use of Telephone System* Calling On/Off Campus
	+ Local Calls ~ Dial 9
	+ Long Distance ~ 9 + 1 + Area code
* How to answer the telephone for calls
	+ Internal and External calls
* How to transfer calls
* How to set up Voicemail <http://its.anderson.edu/myAU>
 |
| [ ]  [ ]  N/A | Use of Computer System* Network Drive
* Ravenmail
	+ Email
	+ Contact Lists/Groups
	+ Calendar
	+ Request Meeting/Schedule Appt.
	+ Settings: Labels, Folders, Out of Office
	+ How to set up the “AU Signature” (Settings, Signature)

 Example:https://ci5.googleusercontent.com/proxy/ur4aEqF6ZjAxUExYKKzMFHnHYtYTMIwyDEPb2dWCgL73EefbwDc1OzLYWqcgqWqAS_1gG-Y3-8RaPRfUx4o=s0-d-e1-ft#http://www.anderson.edu/email/aulogo.gif**Employee Name** |  Position |  DepartmentAnderson University  |  1100 E. Fifth St, Anderson, IN 46012-3495Campus Phone |  campus email[www.anderson.edu](http://www.anderson.edu)Location:  Building  Room NumberFax:  765-641-\_\_\_\_\_\_\_\_\_\_Confidentiality Notice: Because e-mail is not a secure medium, confidentiality of e-mail cannot be guaranteed.  This message is for the sole use of the intended recipient(s) and may contain confidential and privileged information.  Any unauthorized review, use, disclosure, distribution, or copying is prohibited.  If you are not the intended recipient, please contact the sender by replying to this email and destroy/delete all copies of this e-mail message. |
| [ ]  [ ]  N/A | Discuss Expectations* Personal use of telephone
* Dress Code
* Cell Phone Use
* Personal Email Use
* Social Media expectations
* Food/drink at desk
* Raven Fridays
 |
| [ ]  [ ]  N/A | Mail Center* Campus Mail/Meter Mail/Stamped & Postage-paid Mail
* Package pick up
* Bundling staff/faculty mail separate from student

 mail and sorted alphabetically by last name |
| [ ]  [ ]  N/A | Multi-use Machines: Copy, Scan/Email, Fax\* \*only specific machines* Where is the closest machine
* Printing password/pin number
* Fax locations (Dept. ?, Mail Center)
 |
| [ ]  [ ]  N/A | Dept. Purchases:* Printing – Broadway Press
* Office Supplies – Office360
* Other Purchases & AU Credit Card
 |
| Internet Tour: | [www.anderson.edu](http://www.anderson.edu) |
| [ ]  [ ]  N/A | * Departmental web pages
* Human Resources
* ITS myAU
	+ Raven Alert System
	+ RavenMail Groups
 | * AccessAU
* Police & Security
	+ Shots Fired Video (3333)
* Campus **Directory**

 (bottom of webpage) |
| Campus Tour: |
| [ ]  [ ]  N/A | * Olt Student Center: Bookstore, AU Food Services, Mocha Joe’s
* Hardacre Hall: Police/Security\*, FSB Trading Room, Adult Studies
* Kardatzke Wellness Center, Natatorium, Faculty/Staff Locker Rooms
* Performance Halls: York, Byrum, Reardon Auditorium
* Nicholson Library:
	+ Circulation Desk
	+ Periodicals
	+ NicMedia
	+ Idea-U
	+ Special Collections,
	+ Kissinger Learning Center
* Decker Hall:
	+ - Mail Center, Package Window, Cashier, Lost/Found
		- Staff Lounge
		- Computer Lab – 3rd floor
		- Create Dining Services

\*ID Card and Parking Permit forms |

T:\Staff Emplmt\Forms\New Employee Orientation\Departmental Orientation Checklist.docx