# Employee Orientation Guide

The checklist provided below is designed to assist in orienting new employees. The new employee's supervisor is responsible for reviewing the checklist prior to meeting with the new employee(s), tailoring the checklist to the unique characteristics of the division/department, gathering forms and other paperwork as applicable, scheduling meetings and/or events in advance, coordinating tasks in advance and designating an onboarding team to assist if necessary.

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## Prior to Arriving

- Ensure your new hire's appointment is approved at least seven days prior to their start date
- Signed contract/offer letter was received at HR
- Review the Supervisors Checklist provided by HR and ensure all paperwork is being completed
- Background Check(s) requested and completed
- Appointment entered and approved (work with HR department)
- Arrange the workspace and ensure all supplies are available
- Provide necessary office supplies (pens, paper, etc.)
- Discuss work attire or obtain information about uniforms or required gear
- Ensure all technology requests are listed in the Blue Team Form
- Arrange for phone setup
- Arrange for Barton Information Services to meet with the new hire on the first day to ensure email accounts and any necessary software are available for use
- Arrange for Key/Building Access/Temporary Visitor Pass (Division Key Control Liaison or Campus Safety)
- Create an itinerary for the first week and communicate this to the new hire so they know what to expect when they arrive
- Arrange for someone in the division to be an informal "onboarding buddy" to the new hire. Someone other than the supervisor to whom the new hire can go to with questions
- Make sure someone is available to escort the employees around until they are familiar with campus
- Arrange lunch plans for the first day with the new hire – suggestions are as follows: Coordinate a group lunch – sit with new hire on 1st day
- Send communication to the team/division announcing the new hire, their start date, and any pertinent information so the new hire's colleagues are ready to welcome the new hire

## First Day/Week

**Welcome:**

- Greet and show the employee to their office space, etc.

- Go over the agenda for the day so they know what to expect
- Tour of office building, shop, workplace, breakrooms, etc.
- Meet co-workers (support staff, faculty, mentor)
- Show location of break room, kitchen, restrooms, mailbox, printer/copier, etc.
- Prepare Fort Riley installation access application form – with appropriate POC
- Keys/Access –ensure the employee has all the necessary access, ensure keys work
- Explain whom the employee may go to with questions/concerns when supervisor is not available
- Share the employee's own work contact information:
  - Phone extension
  - Email address and initial password
  - Employee ID number
- Order Desk plate, Nametag, Photo ID
- Obtain information for business cards and order cards if necessary
- What greeting to use when answering the phone
- Office printer/copier/scanner use
- Scheduled meetings and events – add the employee to ongoing or upcoming meetings/events
- Share your "Favorites" website information as it applies to the position

**Information Technology:**

- Computer use/internet use and policies
  - Appropriate use and security (locking or logging off when away); treatment of confidential information.
  - Software
  - Hardware
  - Email
  - Storage
  - Distribution Groups
  - Access to shared drives
  - Storage of personal files on college equipment/drives etc.
  - Restart/shutdown/end of day or week
  - College Zoom Account
- Backups
- Do not bring in or purchase hardware/software – refer to policies
- Explain domains and uses ADMIN vs Student, lab etc.
- MyBarton Portal – Cards: Canvas, Concourse, Assessment, 25 Live, pay period/time entry, benefits, requisitions etc.
- Portal login for students
- Clearing Cache - Short cut saving of website URLs
- Cougar Tech Support – cougartechsupport@bartonccc.edu, Ext. 100 from any Barton Phone, Dial 620-786-1100 from cell or off campus phone
- Spam Filter

- Missing emails
- Cyber Security
  - Training
  - Suspicious emails
- Passwords
  - Netwrix expiration warning
- Wi-Fi
  - Domains to use
- M365 and all applications
  - Employees can download MS Office free on their personal devices
- Remote Access
  - Remote Desktop Servers
  - VPN
  - Saving documents
- Forms Center-Tech Request
- Computer labs
  - Student login
- Learning Resource Center
- Temporary check out of college equipment and use
  - Laptop
  - Mifi (Mobile Wireless Internet)
  - Other hardware per request
- iPhone/Android Phone Support for applications including email, M365 apps, etc.
- E-mail policies – use, expectations, out of office notifications, etiquette (do not set auto forward rules to a non-Barton account)
- Scheduling meetings
- Telephone
  - Employee's Telephone Number
  - Barton campus uses extensions with three digits
  - Long distance calls
  - Dial Area Code then the number for local
  - Access phone directory from desk phone or the website
  - Setting up voicemail
  - Have voicemail messages sent to your email

**Institutional Effectiveness:**

- Produces data to usable and readable formats
- Analysis of programs and courses
- Leads strategic planning
- Access and training for Power BI

**The Center for Learning Excellence:**

- Personal and professional growth opportunities
- Course creation, design and tools
- Canvas training (BOLT 104)
- Barton Online Support (faculty and student)
- OER

**Role and Responsibilities:**

- Division and/or supervisor expectations
- Preferences for communication with supervisor and colleagues –phone, email, one-on-one meetings
- Written/unwritten rules – (e.g., what does "on time" to a meeting look like, checking work emails, meeting deadlines, etc.)
- Expectations of position/job responsibilities
- Go over position description with the employee
- Role of position in relation to another co-workers/team
- Role of position in relation to other divisions within the college
- Introduction of co-workers in other divisions
- Review Performance Plan within 1st 90 days
- Explain acceptable and unacceptable performance behaviors
- Visits to outside agencies, seminars, conferences, Safety Council meetings, etc. are considered work time. Discuss protocol for informing their supervisor about attendance at such events
- Tuition Waiver – explain college for attending classes
- Performance appraisal forms & processes
- Performance appraisal periods
- Performance appraisal policies
- Discipline approaches and processes
- Syllabus reviewed with each offering
- Discuss conflict-of-interest

## THIRTY-NINETY DAYS

**Division Information:**

- A brief history of the division
- Organizational chart and Employee Directory
- Barton Community College's mission, vision, strategies, core values, goals
- Barton VP of Instruction's mission, vision, strategies, core values, goals
- Division mission, vision, strategies, core values, goals
- College's internal website, Division/Department website, employee tools, etc
- Division growth-past and future

- Degree programs, certificates, industry certificates, and so on.
- Acronyms & symbols related to division and college
- Office culture and expectations – keeping office doors open/closed, saying hello/goodbye, taking time to socialize with co-workers, playing music, etc.

**Commitment to Services:**

- The division's primary customers
- Division partners—on and off campus
- The services provided by the division
- The division's commitment to service and the importance of being a good service representative for the division (the importance of first impressions and potential consequences for not being a good customer service representative

**Facility Tour and Welcome:**

- Conduct tours of appropriate division and main campus facilities, remote office locations
- Plan team building and icebreaker exercises
- Coordinate live or VTC key members of leadership introductions (Board of Trustees, President, Vice President(s), etc)

**Human Resources Information:**

- Benefits and Payroll is managed by the Human Resources Department at the Barton County Campus
- New Employee Information
- HR Frequently Asked Questions
- Payroll Questions

**Required Training:**

The training may focus on employee or institutional-related issues, which may include, but shall not be limited to those listed below. Depending on the division of assignment, other training, as deemed appropriate by the College, may be necessary.

- Americans with Disabilities Act
- Bloodborne Pathogens Training
- Sexual Harassment and Discrimination
- Cyber Security Awareness in the Workplace
- Title IX
- Campus Security Authorities | Clery Act
- Active Shooter

**Professionalism, Professional Behavior and Dress:**

- Policy on mobile phones, iPods and personal tablets in the workplace
- Company property policies

- Professional and industry ethics
- Code of conduct policies
- Appropriate grooming guidelines
- Dress code
- Proprietary information policy

**Office Policies, Procedures, and Operations**

- Employee suggestion box/policy
- Sending interoffice and U.S. mail
- Reserving a conference room
- Office furniture requests
- Breakroom locations/policies
- Visitor policies
- Smoking areas and policies
- Solicitation policies
- Recycling, composting, zero waste
- Procedure on ordering supplies/equipment for position or work assignments
- Demonstrate the college's intranet site
- Explain / demonstrate the OTIEC intranet site
- Events – retreats, group functions, etc.
- Alcohol and Drug Abuse Policies
- Division workshops
- Conferences
- Technical/computer Training
- How to request training
- FERPA-understanding student privacy
- Committee Opportunities and Assignments
- Committee Assignment(s)
- Marketing
- College, OSHA, Great Plains OTIEC logos and marketing plan
- Strategic Planning for both Barton and OTIEC programs
- Great Plains OTIEC Information
- Great Plains OTIEC vision, mission, goals, and core values
- OTIEC websites
- OTIEC agreements
- OTIEC Host Site information/agreements

**Networking**

- Introduce the employee to individuals in/out of the division whom they will work with
- Send email to discipline/area distribution list welcoming employee
- Provide a list of locations of other employees' offices

- Provide a list of contact information of vendors and contractors
- Provide a list of individuals who may serve as resources
- Groups/unofficial office clubs – connect the employees with the people who organize events such as running, walking, lunch clubs, after-hour social events, community service

**Division Culture**

- Division swag (coins, cups, mugs, etc.)
- Division social events (lunch with the team, etc.)
- Safety Programs/Sanitation
- College Health and Safety Procedures, as they apply
- Other Campus Locations and Out-Reach Sites, how they differ from your location
- Out Districts/Service Area
- Seat-time Regulations
- Emergency procedures & evacuation routes
- Location of emergency exits
- Locations of fire extinguishers
- Accident reporting procedures and how to report Worker's Compensation
- Campus Closures and Campus Emergency Evacuation Procedures:
- Campus Emergency Alerts
- Add to division emergency phone tree, if applicable
- Shop-specific safety procedures, if applicable
- Work area/specific safety procedures, if applicable (e.g., shops, labs)
- Video(s) and other materials on safety and ergonomics
- Ergonomics products/services
- Security services and policies
- Sick Bay Area and first aid supplies
- Recycling and Trash policies
- Environmental issues
- Weapons policy
- Security services and contact information
- Confidentiality policies
- Travel, Purchasing and Expenses
- Travel policies and procedures
- Division travel services
- Expense report procedures
- Purchasing policies/procedures
- Purchasing forms and procedures
- Faculty Handbook
- Time and Attendance/Leave Policies
- Overtime policies
- Breaks and meal periods

- Flextime policies
- Work hours/work schedules
- Leave/Vacation/Illness/Holiday/Bereavement policies 2415 & 2416
    - Cover accrual, maximums, years of service, and protocol
- Payroll schedule
- Timesheet policies/procedures
- Inclement weather policy
- Jury duty
- Campus closure: Cougar Text Alert System (RAVE)
- College Discounts

## CONTINUED SUPPORT/YEAR ONE

- One-on-one meetings, communication, consistent feedback and constant engagement will help the new hire reach higher levels of productivity faster and will help your employee become a fully integrated member of your organization.
- Meet with the employee at the end of each of the first several days to see how the day went
- Complete and review performance plan with the employee at 90 and 180 days
- Schedule supervisor/employee check-ins after 30, 60, 90 days, and regular one-on-one meetings (biweekly is recommended, but this will depend on the position)
- Classroom Visits
- Provide on-going feedback, personally engage with your new hire and recognize their contributions
- Around 90 days from the hire date, ask your new hire how their role meshes with what was described during the initial interview process. Also, ask for the new hire to share their own feedback on improvements and share who has been helpful during their transitional process
- At one year, it is an excellent opportunity to thank, motivate, and congratulate the employee. A symbolic gift for their initial year of service is a nice touch!