

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

Orientation Checklist for New Employees

Employee Name: _____ **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

- | | |
|--|---|
| _____ Office/Room Assigned | _____ Academic Calendar |
| _____ Copy/Fax Machines Location | _____ Student Services Role |
| _____ Campus Tour | _____ Counselor Role |
| _____ Staff Introduction | _____ Pre-Assessment (Faculty) |
| _____ Form Orientation | _____ Confidentiality/Records Law |
| _____ Admissions/Waiting Lists | _____ Emergency Procedures |
| _____ Mail/Mailbox | _____ Student Orientation |
| _____ Communication Information | _____ Student Services Form Orientation – |
| _____ Telephone Ext, Fax #, voicemail | _____ course registration, drop/add, change |
| _____ Zoom Phone | _____ of information |
| _____ Student Housing | |
| _____ Northland Foundation TRF | _____ College Catalog |
| _____ Student Handbook | _____ Placement Services |
| _____ Policies/Procedures | |
| _____ Tuition/Financial Aid/VA benefits/
work-study | |

Building Information

- | | |
|---------------------------------------|------------------------------|
| _____ Maintenance Procedures/Requests | _____ Equipment Requests |
| _____ Campus Safety | _____ Reporting of Accidents |
| _____ Right to Know | _____ Room Scheduling |
| _____ Keys | _____ Facilities Access Card |

ITS/Computer/Phone Information

- | | |
|--------------------------------------|---|
| _____ Computer Policies & Procedures | _____ Intro to Network (Accessing E-mail) |
| _____ Computer Procurement | _____ Assignment of E-mail Account |
| _____ ITV Procedures | _____ Printer Access/Setup |
| _____ Zoom Phone Setup/Login | _____ Copy/Scanner/Fax Machines Usage |
| _____ Zoom Setup/Login | _____ Equipment Loans |

Financial Information

- | | |
|-------------------------------|-----------------------------|
| _____ Budgets | _____ Forms Orientation |
| _____ Cost Center | _____ Purchasing Procedures |
| _____ Delegation of Authority | _____ Procurement Card |
| | _____ Workday Procedures |

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

Union Information (HR)

- | | |
|--|--|
| <input type="checkbox"/> General Union Information | <input type="checkbox"/> Union Dues |
| <input type="checkbox"/> Contact | <input type="checkbox"/> Union Meeting |
| <input type="checkbox"/> Contract | |

Human Resources/Payroll

- | | |
|---|--|
| <input type="checkbox"/> New Employee Forms | <input type="checkbox"/> Insurances and eligibility dates |
| <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"/> Employee Code of Conduct/ELM Training |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Business Expenses |
| <input type="checkbox"/> Employee Home | <input type="checkbox"/> Workday |
| <input type="checkbox"/> Position Description (if applicable) | <input type="checkbox"/> StarID |
| <input type="checkbox"/> MVRC | <input type="checkbox"/> Emergency Procedure Manual |
| <input type="checkbox"/> Preferred Name | <input type="checkbox"/> Grouplink |
| <input type="checkbox"/> FWM | |

Library Information

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

Academic Success Center

- | |
|--|
| <input type="checkbox"/> Resource Center/Tutors/Student Tutors |
| <input type="checkbox"/> Student Rights |
| <input type="checkbox"/> Policies/Procedures |

Bookstore

- | |
|--|
| <input type="checkbox"/> General Operating Guidelines |
| <input type="checkbox"/> Ordering Supplies/Office Supplies/Books |

FACULTY RESOURCES

- | | |
|---|---|
| <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"/> Grading |
| <input type="checkbox"/> Book Adoption Process | <input type="checkbox"/> Mentor |
| <input type="checkbox"/> Book Ordering Contact Person | |
| <input type="checkbox"/> CHS/OCHS/Online | <input type="checkbox"/> Academic Success Center/Faculty Resources |
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Faculty Course Assignment |

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.

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

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)