

New Hire Orientation Manager Checklist- Non-Office Position

Congratulations on your new team member! We recognize there is a lot to do in order to properly prepare for your new hire's first day. In an effort to simplify your responsibilities in the process, we have created a New Hire Manager Checklist. If at any time you have questions about how to complete the items on the checklist please contact Mindy Leiterman in Human Resources at extension 3212 or mindy.leiterman@snc.edu.

SNC Road Trip: Keys to Success Activity	Manager Responsibilities	Target Date to Complete
N/A	<input type="checkbox"/> Complete a key request form with Facilities (https://www.snc.edu/facilities/loginfs/keyrequest.html).	Upon acceptance of offer
Your Department <ul style="list-style-type: none"> • St. Norbert College mission statement and core traditions • Job expectations • Department goals • Your job ties into department goals • Performance review and goal-setting process • Training plan and schedule for first week • Obtain campus ID card • Advise on parking lots/areas to park vehicle • Introduction of co-workers • Tour of workplace • Recording hours on Knightline (hourly only) • Staff Meal Plan • Registering for the Campus Emergency Notification System (http://www.snc.edu/cens/instructions) • Division/departmental org chart 	<input type="checkbox"/> Introduce new hire to co-workers and key contacts. <input type="checkbox"/> Give new hire tour of workplace. <input type="checkbox"/> Discuss training plan and schedule for first week. <input type="checkbox"/> Verify that new hire obtained campus ID card while on campus tour. <input type="checkbox"/> Advise new hire on the best parking lots/areas to park vehicle. <input type="checkbox"/> Show new hire how to record hours worked on Knightline (hourly only).	Start date
The College <ul style="list-style-type: none"> • <i>Sexual Harassment: Awareness and Prevention</i> training • Additional training offered by Human Resources • The College's current Institutional Priorities 	<input type="checkbox"/> Assist new hire in signing up for <i>Sexual Harassment: Awareness and Prevention</i> training at: http://www.snc.edu/hr/staffdevelopment/. <input type="checkbox"/> Follow-up with new hire regarding additional training offered by Human Resources (see http://www.snc.edu/hr/staffdevelopment/). <input type="checkbox"/> Review the College's current Institutional Priorities with the new hire (listed on SPRAAC website).	First week