

# MASTER NEW HIRE ORIENTATION GRID

Task	Who should do it? / When should it be done?				Additional Notes
	<b>NH = New Hire</b> <b>MGR = Manager</b> <b>HR = Human Resources</b> <b>IT = Information Technology</b> <b>TM = Team Member</b> <b>SM = Staff member</b> <input type="checkbox"/> = Does not apply to this area				
	Office		Non-Office		
<u><b>Welcome Packet</b></u> <ul style="list-style-type: none"> <li>Extend offer of employment and notify hiring manager of NH's acceptance and start date.</li> </ul>	HR	Upon acceptance of offer	HR	Upon acceptance of offer	
<ul style="list-style-type: none"> <li>Send welcome packet to NH's home. Includes:               <ul style="list-style-type: none"> <li>Welcome letter</li> <li>Offer letter</li> <li>St. Norbert College mission statement and core traditions.</li> <li><i>Tips for New Employees</i> brochure</li> <li>St. Norbert College campus map</li> <li>New Hire Forms (<b>to be completed and returned to HR prior to start date</b>):                   <ul style="list-style-type: none"> <li>Employee Vehicle Registration</li> <li>W-4 (Federal and State)</li> <li>I-9</li> <li>Employee Data Sheet</li> <li>Direct Deposit</li> </ul> </li> </ul> </li> </ul>	HR	Upon acceptance of offer	HR	Upon acceptance of offer	
<u><b>Workspace</b></u> <ul style="list-style-type: none"> <li>Work with Facilities to secure space (if applicable).</li> <li>Work with Facilities to procure any special equipment (bulletin/whiteboard, furnishings, etc.).</li> <li>Work with department's Office Manager or Administrative Assistant to order basic office supplies.</li> </ul>	MGR	Upon acceptance of offer	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> <li>Complete a key request form with Facilities (<a href="https://www.snc.edu/facilities/loginfs/keyrequest.html">https://www.snc.edu/facilities/loginfs/keyrequest.html</a>).</li> </ul>					
<ul style="list-style-type: none"> <li>Install phone (if applicable).</li> <li>Install and configure computer (if applicable).</li> </ul>	IT	Upon acceptance of offer			
<ul style="list-style-type: none"> <li>Confirm that Housekeeping cleaned and prepared workspace.</li> <li>Confirm IT installed/configured computer and installed phone (if applicable).</li> <li>Place office supplies on NH's desk.</li> </ul>	MGR	Day before NH's start date			
<p><b><u>Welcome from HR</u></b></p> <p><b>NH's first day *(8:00am – 9:30am)</b></p> <ul style="list-style-type: none"> <li>Greet NH upon arrival.</li> <li>Review benefits and show NH how to complete benefit forms: <ul style="list-style-type: none"> <li>Health insurance/prescription drug plan enrollment form (optional)</li> <li>Dental insurance enrollment form (optional)</li> <li>Flexible benefits plan election form (optional)</li> <li>Premium conversion plan election form (optional)</li> <li>Life and AD&amp;D and disability income insurance enrollment form</li> <li>Retirement plan election and enrollment form (optional)</li> <li>Personal information verification form (TIAA-CREF) (optional)</li> </ul> </li> <li>Review benefit forms submission process, deadlines and answer any questions.</li> <li>Review employee handbook, college policies and guidelines.</li> <li>Provide NH with instructions on setting up e-mail and voicemail.</li> <li>Give NH New Hire Booklet/Checklist and explain how to use/complete it.</li> </ul>	HR	NH's start date	HR	NH's start date	

<ul style="list-style-type: none"> <li>• Intranet overview (i.e. HR documents, holiday schedule, list of employees and departments, directory, time off report for salaried employees, staff development, etc.)</li> <li>• Review the basic College organizational chart.</li> <li>• Mention that we have Sacred Hour (and Common Prayer during the academic year) every Wednesday between 10:00am – 11:00am.</li> <li>• Go through any additional information that was requested by the VPs or departments.</li> </ul> <p><i>*Adjustments will be made for second or third shift positions.</i></p>					
<p><b><u>About Your Division/Department</u></b></p> <ul style="list-style-type: none"> <li>• Greet NH upon arrival.</li> <li>• Introduce NH to co-workers and key contacts.</li> <li>• Tour of NH’s workplace (i.e. restrooms, break area, printer/copier, fax, etc.).</li> <li>• Discuss any specifics of NH’s job, training plan and schedule for first week.</li> <li>• Verify that NH obtained campus ID card while on campus tour.</li> <li>• Advise NH on the best parking lots or areas to park their vehicle.</li> <li>• Show NH how to record hours worked on Knighline (hourly only).</li> <li>• Answer any questions.</li> </ul>	MGR or TM	NH’s start date	MGR or TM	NH’s start date	MGR can delegate some of these items to another TM if necessary.
<ul style="list-style-type: none"> <li>• Explain St. Norbert College mission statement and core traditions.</li> <li>• Explain job expectations.</li> <li>• Explain department goals.</li> <li>• Explain how NH’s job ties into department goals.</li> <li>• Explain the performance review and goal-setting process.</li> <li>• Create NH announcement to be posted in SNC News.</li> <li>• Assist NH in registering for the Campus</li> </ul>	MGR	Within NH’s first week	MGR	Within NH’s first week	

<p>Emergency Notification System (<a href="http://www.snc.edu/cens/instructions">http://www.snc.edu/cens/instructions</a>).</p> <ul style="list-style-type: none"> <li>• Provide NH with a copy and explanation of the division/departmental org chart.</li> <li>• Explain Staff Meal Plan to NH.</li> </ul>					
<ul style="list-style-type: none"> <li>• Assist NH in ordering business cards.</li> <li>• Contact the Help Desk to request appropriate access to areas of the J: drive, web site, and other computer storage areas.</li> <li>• Add NH to any departmental listservs.</li> </ul>	MGR	Within NH's first week			
<p><b><u>The College</u></b></p> <ul style="list-style-type: none"> <li>• Give NH a copy of the St. Norbert College Mission and Heritage DVD.</li> <li>• Give NH an invitation for the group new hire orientation training.</li> <li>• Show new hire how to sign up for "Sexual Harassment: Awareness &amp; Prevention" training.</li> </ul>	HR	NH's start date	HR	NH's start date	
<ul style="list-style-type: none"> <li>• Follow-up with NH on signing up for <i>Sexual Harassment: Awareness &amp; Prevention</i> training and additional staff development opportunities offered by HR: <a href="http://www.snc.edu/hr/staffdevelopment/">http://www.snc.edu/hr/staffdevelopment/</a>.</li> <li>• Review the College's current Institutional Priorities with the NH (listed on SPRAAC website).</li> </ul>	MGR	Within NH's first week			
<p><b>NH's first day *(9:30am – 12:30/1:00pm)</b></p> <ul style="list-style-type: none"> <li>• Take NH on campus tour.</li> <li>• Take NH to *lunch at the Union Dining Room.</li> </ul> <p><i>*Adjustments will be made for second or third shift positions.</i></p>	SM	NH's start date	SM	NH's start date	HR received a list of staff volunteers to be campus tour guides.
<p><b><u>Feedback</u></b></p> <ul style="list-style-type: none"> <li>• Distribute feedback questionnaire to NH.</li> </ul>	HR	30 days after NH's start date	HR	30 days after NH's start date	
<ul style="list-style-type: none"> <li>• Complete feedback questionnaire and return to HR.</li> </ul>	NH	Within one week after receiving survey	NH	Within one week after receiving survey	