

Destination 6: Your Feedback

Did you:

- Submit the orientation survey that was sent to you 30 days after your start date? Your feedback helps us improve and we appreciate your time and thoughtfulness in completing it.



SNC Road Trip

Keys to Success:
Office Position

If all items are complete, please sign below.

Employee Signature _____

Employee Name: _____

Start Date: _____

Destination 4: Your Department

The following items should be completed **within your first week**:

Did your manager or another department member:

- Explain the St. Norbert mission and core traditions?
- Explain your job expectations?
- Explain your department goals?
- Explain how your job ties in to department goals?
- Explain the performance review and goal-setting process?
- Discuss the training plan and schedule for your first week?
- Assist you in ordering business cards?
- Advise you on where to park your vehicle?
- Introduce you to co-workers?
- Give you a tour of your workplace?
- Show you how to record hours worked on Knightline (hourly only)?
- Explain the staff Meal Plan to you?
- Assist you in registering for the Campus Emergency Notification System?
(www.snc.edu/cens/instructions)
- Provide you with a copy and explanation of your division/departmental org chart?
- Request appropriate access for you to the J: drive, web site and other computer storage areas?
- Add you to any departmental listservs (if applicable)?

If all items are complete, please sign below.

Employee Signature _____

Destination 1: Your Employee Policies

The following items should be completed **by the end of your first day**:

Did your HR representative:

- Explain how to use this booklet?
- Give you a tour of mySNC and the HR web site?
- Review the college's organizational charts?
- Review college policies and guidelines?
- Review benefit forms and submission deadlines?

Did you complete and turn in the following forms to HR **prior to your first day**?

- I-9 (Immigration form)
- Tax-withholding forms
- Employee data sheet
- Direct deposit form
- Employee vehicle registration form

If all items are complete, please sign below.

Employee Signature _____

Welcome to St. Norbert College!

As a new member of the St. Norbert College community, you will play a critical role in a college that is committed to providing an educational environment that is intellectually, spiritually and personally challenging.

We recognize that there is a lot to learn as a new employee. To help you through this process, we have created this SNC Road Trip “Keys to Success” booklet. As you go through your orientation, check off the items on the following pages. Many of the items will be completed in your first week on the job, while others will take longer. Your manager and the Human Resources team will help guide you through this process and are ready to assist if you have any questions.

When your booklet is full, return to Human Resources to receive a St. Norbert College key chain as a gift for completing your “keys to success.” You will then be ready to speed forward in your new role!

Destination 2: Your Benefits

The following items should be completed and turned in to Human Resources **within your first week of employment**:

- Health insurance/prescription drug plan enrollment form (*optional*)
- Dental insurance enrollment form (*optional*)
- Flexible benefits plan election form (*optional*)
- Premium conversion plan election form (*optional*)
- Life and AD&D and disability income insurance enrollment form
- Retirement plan election and enrollment form (*optional*)
- Personal information verification form (TIAA-CREF) (*optional*)

If all items are complete, please sign below.

Employee Signature _____

Destination 5: The College

The following item should be completed **by the end of your first day**:

Did you:

- Go on a campus tour guided by a fellow staff member?
Date completed: _____

The following item should be completed **within your first six months**:

Did you:

- Sign-up for the “Sexual Harassment: Awareness & Prevention” program?
(<http://www.snc.edu/hr/staffdevelopment/>)
Date completed: _____
- Attend the group New Hire Orientation Training?
Date completed: _____

If all items are complete, please sign below.

Employee Signature _____

Destination 3: Your Workspace

The following items should be completed **on or before your first day**:

- Do you have a workspace, desk and chair?
- Has any special equipment that you need (a bulletin board, white board, etc.) been provided?
- Do you have basic office supplies?
- Were you provided with instructions (from HR) on setting up your e-mail and voicemail?

If all items are complete, please sign below.

Employee Signature _____