Destination 4: The College

The following items 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: ____________

Did your manager or another department member:
- Explain the St. Norbert mission and core traditions?
- Assist you in registering for the Campus Emergency Notification System?
  (http://www.snc.edu/campussafety/cens.html)
- Advise you on where to park your vehicle?

The following items should be completed within your first six months:

Did you:
- Sign-up for the “Gender-Based Misconduct and Sexual Harassment: Awareness & Prevention” training?
  (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 1: Your Employee Policies

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

Did your HR representative:
- Give you a tour of mySNC and the HR web site?
- Review the college’s organizational chart?
- 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: 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.

If all items are complete, please sign below.

Employee Signature _________________________

Destination 3: Your Department

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

Did your manager or another department member:

- Introduce you to co-workers?
- Give you a tour of your workplace?
- Discuss the training plan and schedule for your first week?

The following items should be completed within your first week:

Did your manager or another department member:

- Complete a key request form for you with Facilities?
- 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?
- Assist you with setting up your SNC account, e-mail and Knightline access?
- Show you how to record hours worked and time off in Knightline (hourly only)?
- Provide you with a copy and explanation of your division/departmental org chart?

If all items are complete, please sign below.

Employee Signature _________________________

Employee Signature _________________________