

Department New Hire Orientation Checklist

New Employee Name:	Position:	Start Date:
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Please use this check list as a guide to acquaint a new staff member with your department, the position and departmental processes/procedures. Departmental orientation should be conducted on the 1st day of work in your area.

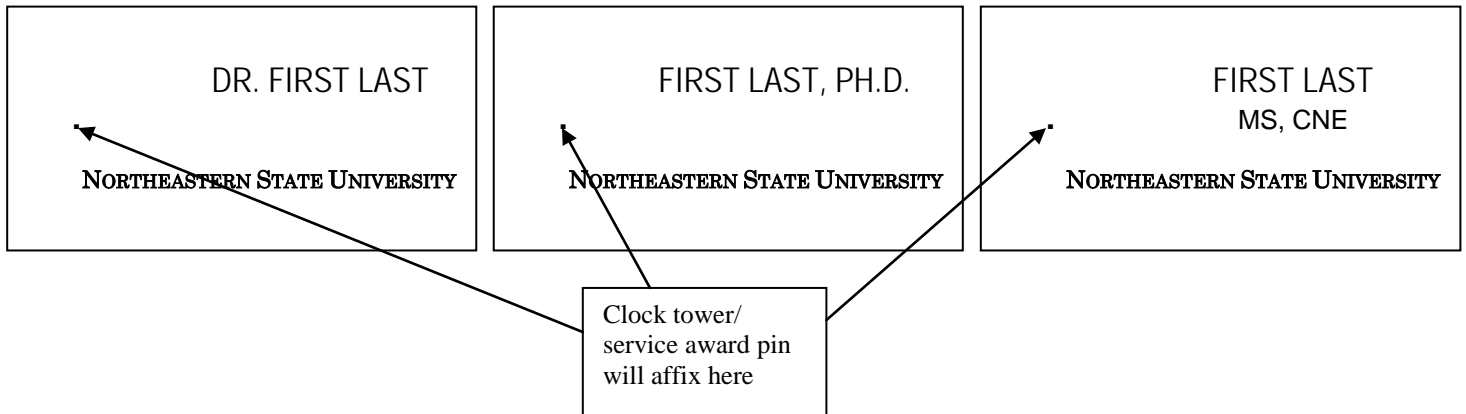
Please mark after each item has been completed and covered with your new employee as applicable.

Prior to Arrival or Immediately	<input checked="" type="checkbox"/>
Establish email account	
Install telephone and extension (as applicable)	
Provide clear and clean workspace (as applicable)	
Provide basic office supplies	
Inform co-workers of new hire and arrival date	
Order and install computer (as applicable)	
Designate mentor (Name of Mentor _____ extension _____)	
Other: i.e. Keys and Name Badges (See attachment for order information and approved vendor for name badges.)	
First Day in Department - General	<input checked="" type="checkbox"/>
Welcome to NSU and introduce staff	
Discuss department mission and goals	
Provide location of washrooms, bulletin boards, etc.	
Advise on campus dining locations, off campus local eateries	
Discuss work hours and location	
Provide specific work schedules	
Review attendance policy, call-in policy, number(s) to call (Number _____)	
Other (Specify)	
Compensation/Benefits	<input checked="" type="checkbox"/>
Review electronic timecard process and/or leave request (as applicable)	
Discuss pay days	
Review holidays policy for department	
Discuss department vacation policy	
Advise personal leave notification	
Other (Specify)	
Work	<input checked="" type="checkbox"/>
Review duties on the job description	
Explain the relation of the job's function to other work within the department	
Explain the various departments and how they may interact with your department and the position	
Discuss job performance expectations. What is expected of the employee in performance every day. Discuss specific aspects of the work that will be factors of performance evaluation. Factors include: Work Skill; Communication Skills; Service Excellence; Use of Materials/Equipment and Work Ethic.	
Required: New Hire Performance Appraisal due at 90 days. First performance review date (Date _____)	
Additional Training	<input checked="" type="checkbox"/>
Required: 1. Drug Free Workplace Video (Date _____); 2. Sexual Harassment Policy Video (Date _____); Locate training on NSU website, My NSU, Blackboard, Faculty/Staff Training, Human Resources Training.	
3. Faculty/Staff Leave Request or Leave Report Training (Date _____) Located on goNSU, Employee, Banner Links	
Required for Timekeepers: Timekeeping (Date _____) (Contact 2036 to schedule)	
Required for those processing new hire paperwork: I-9 Video Training on Blackboard (Date _____)	
Optional: MasterCard Processing/Account Payable (Date _____); Travel Reimbursement (Date _____)	
Purchasing (Date _____) (Call 2183 to schedule) Personnel Action Form (PAF) Training on Blackboard.	
Other training: Type _____ (Date _____)	
Comments:	
Employee Signature:	Date:
Supervisor Signature:	Date:

NSU Name Badge Protocol:

Full Time Employees: All full time employees shall be provided with an approved name badge. The new format protocol for name badges for full time employees allows for full name and relevant degree or certification information (as it pertains to the employee's position). No department designation or job title should appear on the badge. The employee's name will appear on the first line in all caps; degree information may be placed on the second line, as needed (see examples below).

Enameled clock tower pins will be provided by HR for new full time employees. Service award pins are presented annually to employees who have reached their 5-year, 10-year, 15-year, etc. anniversaries during the previous 12 months. These may be affixed to the badges in place of the clock tower pin.



Part Time and Student Employees: Name badges are not required for part time employees. However, when departments elect to have badges made, the format protocol shall be as follows: The employee's name will appear on the first line in all caps; other designations (e.g. "Student Worker," "RiverHawk Ambassador," etc.) should be in upper and lower case lettering in smaller type on the second line. While we encourage departments to utilize the approved vendor, an alternate vendor may be used to order name badges for part time and student employees, as long as the size (3.375 X 1.5 inches) and style of the badges are consistent with the approved standard. **Clock tower pins will not be provided for part time badges; the vendor should be advised to emboss the approved clock tower on the badge as part of the university logo.**



NSU approved vendor:

X-Cel Badge & Engraving
PO Box 1864
Edmond, OK 73083
405.341.6946 phone/fax
x-celbadge.com / x-celbadge@cox.net

Cost information:
\$8.00 with one line of text
\$8.50 with two lines of text