

New Staff Orientation Discussion Checklist

The purpose of this checklist is to provide a list of topics that should be addressed with new employees. It is important that supervisors share their expectations clearly to ensure that staff can be successful in their new position.

- ___ Parking - How, Where
- ___ Vacation – How to Request, How to Document, Any No Approval Periods
- ___ Sick Leave – Who to Notify, How to Document
- ___ Work Hours – Start and End Time
- ___ Office Attire
- ___ Lunch/Breaks – Time, Length, Other Expectations
- ___ Time Sheets – Monthly/Bi Weekly – Provide Sample, Submit to Who and When
- ___ Payroll – First Check
- ___ Supervisor of Record
- ___ Set Regular Meetings with Supervisor – Initially and Ongoing
- ___ Need for Introductory Meetings with Other Staff - In and Out of Department
- ___ Review Divisional and University Leadership – VP, Provost, President
- ___ Directory of Student Affairs Staff
- ___ Strategic Plan of the Department and Division
- ___ Review Service Philosophy
- ___ Review Confidentiality and FERPA Issues
- ___ Web Resources – Staff Resources Page
- ___ Provisional Employment Period
- ___ Provide and Sign Copies of Job Factors
- ___ Provide Copy of Performance Appraisal - Explain Process
- ___ Budget Process/Funding Issues – as Appropriate

- ___ Provide Long Distance Code (ELD) as Appropriate
- ___ Cell Phone Policies and Procedures
- ___ EMAIL Access
- ___ Maintaining Calendar – Expectations as Appropriate
- ___ Computer – Passwords, Hardware Resources, Expectations
- ___ Software Provided or Needed to Perform Job
- ___ Tier 1 Assistance
- ___ Access to University Enterprise Applications as Appropriate – PeopleSoft etc
- ___ Network Access – Printing and Shared Files
- ___ Work Area
- ___ Office Supplies – Requesting Process
- ___ Keys – Provide Office and Others Needed to Perform Duties
- ___ Emergency Assistance – DPS, University Resources
- ___ RAVE Emergency Notification Sign Up
- ___ Fire Alarms/Severe Weather
- ___ Phones – Provide Basic Training on Usage
- ___ Voice Mail – Provide Access Code
- ___ Time and Location of Regular Staff Meetings – Weekly
- ___ Tour of Office/Building
- ___ Common Areas – Restrooms, Kitchens, Lounges, Supply Areas
- ___ Use of Office Equipment
- ___ Appointment to University or Student Affairs Committees
- ___ Provide Student Affairs and Department Organizational Chart
- ___ Share Materials from Previous Employee if Applicable
- ___ Professional Development Opportunities – Department and Division
- ___ Provide List of Initial Tasks or Upcoming Projects

- ___ Target Training Needs and Arrange as Appropriate – Departmental/University
- ___ Provide Copies of Departmental or Divisional Publications
- ___ Request New Staff be Added to Student Affairs Listserv and Mailing List
- ___ Provide Name Tag
- ___ Need for Business Cards as Appropriate
- ___ Mail - How Delivered - How to Send
- ___ Office Support if Applicable
- ___ Interaction with Co-workers – Team
- ___ Interaction with Students – Positive
- ___ Emergency Coverage/Call Back To Campus
- ___ Other Concerns/Questions

Important Web Resources

Student Affairs Webpage: <http://louisville.edu/studentaffairs/>

SA Staff Resources: <http://louisville.edu/studentaffairs/staff/staffresources>

UofL Event Calendar - <http://events.louisville.edu>

Student News - <https://louisville.edu/student/studentnews/>

Student News submission form - <http://louisville.edu/studentaffairs/forms/student-news-and-events>

Student Affairs LISTSERV Address: studentaffairs@listserv.louisville.edu

Sharepoint - <https://sharepointsecure.louisville.edu/sites/stuaff/Pages/Default.aspx>