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/](http://louisville.edu/studentaffairs/)

SA Staff Resources: [http://louisville.edu/studentaffairs/staff/staffresources](http://louisville.edu/studentaffairs/staff/staffresources)

UofL Event Calendar - [http://events.louisville.edu](http://events.louisville.edu)
Student News - [https://louisville.edu/student/studentnews/](https://louisville.edu/student/studentnews/)
Student News submission form - [http://louisville.edu/studentaffairs/forms/student-news-and-events](http://louisville.edu/studentaffairs/forms/student-news-and-events)
Student Affairs LISTSERV Address: [studentaffairs@listserv.louisville.edu](mailto:studentaffairs@listserv.louisville.edu)
Sharepoint - [https://sharepointsecure.louisville.edu/sites/stuaff/Pages/Default.aspx](https://sharepointsecure.louisville.edu/sites/stuaff/Pages/Default.aspx)