

## NEW EMPLOYEE ORIENTATION CHECKLIST

### Actions For: DEAN

**Name of New Employee:**

**Start Date:**

**Dean:**

#### The Employee's First Week at Work:

- Meet with the new Faculty member to greet and welcome
- Discuss School Programs, your position and role and that of the Chair
- Provide a brief overview of some of the Faculty member's responsibilities – for example, course outlines, office hours and any policies the new instructors must be aware of right from the start
- Talk about the College's Mission, Vision and Values
- Ensure that the new employee reads the college policies. Key Departmental or School policies, as well as college-wide human resources policies will be described by the Manager or Chair and are outlined on those Checklists. At the end of the first week – new employees will need to sign on the Chair/Manager checklist that they have read and understand these policies.
- Assist the new employee with any questions or concerns they may have

#### Small group sessions for new Employees throughout the year:

- Coordinate group learning sessions with the Vice President Academic and Student Development's Office.