**Intranet Scavenger Hunt - Game Board**

**Instructions:**

1. In your team, decide how you will collaborate or divvy the work. There are 32 questions. You might decide, for instance, to divide 32 by the number of people in your group, and then assign that number of questions to each person.
2. Go about finding the answers to the questions. All answers can be found through one of Selkirk’s three websites (my.Selkirk, Go.Selkirk, or Selkirk.ca). Feel free to use your cheat sheet!
3. Compile all of your team’s answers onto one Game Board. You might designate one person from your group to collect answers from everyone and input them onto one board. You might share answers with each other via Zoom chat, verbally, by email, etc.
4. Submit one Game Board at the end of the allotted time. Make sure it has everyone’s name on it from your team. Submit it via the Zoom chat box to the host. Or, as a backup, you can email it to hr@selkirk.ca.
5. After the allotted time has passed and Game Boards have been collected, we will review the correct answers as a group.
6. After the session, we will review the Game Boards and contact the team with the most correct answers to distribute game prizes!

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| **Names of Team Members** | | Enter all names here | |
| 1 | Name one of Selkirk’s five strategic directions. | | Enter answer here |
| 2 | Enter the link to submit an IT ticket. | | Enter answer here |
| 3 | Enter the link to submit a Marketing ticket. | | Enter answer here |
| 4 | Enter the link where you can find a Selkirk-branded PowerPoint template. | | Enter answer here |
| 5 | Enter a link where your Collective Agreement lives. | | Enter answer here |
| 6 | How many employee groups exist at Selkirk College? | | Enter answer here |
| 7 | Each employee group lists information on vacation in its Collective Agreement. Pick one employee group (please specify which) and then list the article number where you would find information about vacation. | | Enter answer here |
| 8 | Pick two employee groups (specify which) and list the respective article numbers where you would find information about Benefits. | | Enter answer here |
| 9 | Pick two employee groups (specify which) and list the respective article numbers where you would find information about Salary. | | Enter answer here |
| 10 | Pick two employee groups (specify which) and list the respective article numbers where you would find information about Professional Development funds. | | Enter answer here |
| 11 | According to the Code of Conduct, what should an employee do if they have reason to believe that confidential information has been lost, stolen, or improperly disclosed? | | Enter answer here |
| 12 | Which Policy (name and number) contains information about Purchasing? | | Enter answer here |
| 13 | At what dollar-threshold is competitive bidding/request for quote required for College purchasing? | | Enter answer here |
| 14 | According to Selkirk’s Grading Policy, what does a grade of “AEG” mean? (Please spell out and define AEG.) | | Enter answer here |
| 15 | How many voting members are on an Appeals Committee for student appeals? | | Enter answer here |
| 16 | Pick two employee groups (specify which) and list the respective article numbers where you would find information about Evaluation. | |  |
| 17 | Enter the link where your evaluation form lives. | | Enter answer here |
| 18 | Name one reason regular feedback and evaluation are important. | | Enter answer here |
| 19 | Name a job that is currently accepting applications from internal candidates. | | Enter answer here |
| 20 | Why might an employee contact Homewood Health? | | Enter answer here |
| 21 | How would an employee contact Homewood Health? | | Enter answer here |
| 22 | When is the second pay day in September? | | Enter answer here |
| 23 | When is ‘cut off’ for time sheet submission for the second pay day in September? | | Enter answer here |
| 24 | True or False: Unit4 Business World (U4BW) provides a unique payslip per contract. | | Enter answer here |
| 25 | Please name the three categories of employees who are required to submit timesheets. | | Enter answer here |
| 26 | If you are working alone or in isolation, what is the name of the App you might use at regular intervals as a check-in procedure? | | Enter answer here |
| 27 | True or False: While it is essential to report on-the-job injuries to your supervisor, there’s no need to report a ‘near miss.’ | | Enter answer here |
| 28 | How many total campuses/learning centres does Selkirk College have? | | Select a number. |
| 29 | How far into the future can employees request an absence? | | Enter answer here |
| 30 | True or False: Selkirk College Careers has a ‘Job Alerts’ feature that allows users to request emails when job postings have been uploaded that may be of interest. | | Enter answer here |
| 31 | Name three technologies Selkirk College IT recommends for remote access to files. | | Enter answer here |
| 32 | Our Sustainability Department has several suggestions to “Think before you print,” to reduce paper usage, including printing double-sided, not printing emails, and not printing directly from an internet browser. What is one more tip they suggest? | | Enter answer here |



Great work!