

## Auburn University Department Orientation Program

<b>Pre-Arrival</b>	<b>Date Completed By</b>
<i>Contact the new hire with employment information:</i>	
Send a Welcome Letter confirming position, title, salary, supervisor, when and where to report.	
Call the new hire to confirm the start date, time, location, parking, and dress code.	
<i>Prepare for New-Hire's Arrival:</i>	
- Prepare the work area	
- Notify department staff of arrival and start date	
- Create a department orientation schedule	
- Schedule department staff to meet with new employee to discuss their role	
Employee will be scheduled for New Employee Orientation by the Employment Specialist – you will receive notification via email.	
Advise new hire to complete the I9 Form: ( <a href="http://www.auburn.edu/administration/human_resources/forms/i9.pdf">http://www.auburn.edu/administration/human_resources/forms/i9.pdf</a> ) in accordance with the I9 Form Checklist ( <a href="http://www.auburn.edu/administration/human_resources/forms/i9checklist.pdf">http://www.auburn.edu/administration/human_resources/forms/i9checklist.pdf</a> )	

<b>First Day</b>	<b>Date Completed By</b>
Greet the employee – welcome by the supervisor	
Review the schedule of activities for the first week – give the new employee a copy	
Take the new employee on tour of department and introduce to co-workers	
Show new employee his or her work area	
Review work schedules – breaks/lunch/overtime	
Review job responsibilities	
Ensure new employee received information about New Employee Orientation.	
Review dress code	
Review Telephone: how to make internal and external calls	
Provide department phone list	

Provide department address	
Inform employee of his or her employee workgroup (Administrative Professional, University Staff)	
Inform employee of his or her pay period - monthly or biweekly	

#### **Fourth Day**

#### **Date Completed By**

New Employee Orientation conducted by Human Resources and Payroll and Employee Benefits. Orientation begins at 8:00 AM and will conclude around 10:30-11:00 (depending on how long it takes the employee to fill out the benefit information).Orientation is held in the Auburn University Administrative Complex at 1550 E. Glenn Ave (32.607340, -85.448500) See summary sheet for list of items covered in Orientation)	
Upon returning from Orientation: Meet with new employee and ask if you can clear up any questions he or she may have	

#### **First Week of Employment:**

#### **Date Completed By**

Review the department function, mission, vision and culture	
Department Overview – review department organizational structure and new employee's role in the department	
Have new employee meet with other supervisors in the department (have an appointment set up for a meeting)	
Ensure the employee understands the relationship between his/her job, the department, and the institution	
Explain the employee's work relationship with others in the department	
Describe customer service expectations	
Explain applicable department policies, work rules, work schedules and time away from work procedures	
Review Safety and Emergency Procedures	
Review Pay Schedules	
Explain who the employee's governance body representative is	

Explain Time Sheets (if applicable): how to fill out and when to turn them in	
Review Leave Program: types of leave, how to request time off, and forms to use	
Emphasize that the first ninety days is his or her Probationary Period of Employment	
Point out where to find useful information: University and department website	
Supplies: how to order supplies and show where department stores supplies	
Overview Equipment:	
Explain how to use the telephone and voicemail	
Computer: email, drives, who to contact with problems/questions	
Point out and explain how to use fax and copy machines	

### **During the First Month**

### **Date Completed By**

Meet regularly with the employee to answer questions and becoming acclimated to the department and position responsibilities	
Establish performance goals and expectations with the new employee	
Begin the Performance Development Process with a development plan	

### **During the First 90 Days**

### **Date Completed By**

Review the completion of 90 day probationary period	
Complete 90-day probationary period evaluation (return to Human Resources by the 85 <sup>th</sup> day)	
Check on progress with developmental plan	
Obtain employee's feedback on their first 90 days	

(Revised and Approved – 22 October, 2015)