New Employee Orientation
Revised 08-15-18

Supervisors of new employees use this document to manage the tasks that help new employees transition into their new roles.

When	Who	What	Notes
Two weeks prior to NE start date	OOTR Personnel Officer	Review all employment documents	• EID
One week prior to the NE start date	Supervisor	Request application access	• Request access to KSIS access – Asst. Registrar, Student Systems (form) • Request access to other relevant applications – Service Now request • Request access to W and Y – Assoc. Registrar Info Technology (email)
One week prior to NE start date	OOTR Personnel Officer	Complete NE forms	• This will require contact with the NE, prior to the NE's first day.
Two days prior to the NE start date	Supervisor	Prepare the NE's work area	• OOTR Org Chart • Position Description
NE first day	Supervisor	Familiarize NE with OOTR Office	• Recognition board • Restrooms • Conference room • Access to offices and access procedures • Introduce NE to OOTR staff • Provide instructions for scheduling NE orientation with Human Capital Services • Dress code • Flex time • Probationary period • AOSM • Absence notification • Winter break • OOTR web site tour • Birthday program • Goodie days • External social events • ROCR Office Fund

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NE first day	Registrar	Explain OOTR's mission	
Within the NE's first week	OOTR Office Manager	Explain the OOTR organization	- Use the OOTR organizational chart - eTime process
Within the NE's first two weeks	Supervisor	Coordinate Outlook calendar sharing with NE and OOTR staff	
Within the NE's first month	Emergency Management Chair	Explain emergency management materials	- Add NE contact information to call tree - Administer emergency management questionnaire - Provide copies of emergency plan to NE
Within the NE's first month	CSS Supervisor	Explain backup rotation plan	
Within the NE's first month	Strategic Plan Chair	Explain the OOTR Strategic Plan	
Within the NE's two months	OOTR Office Manager	Coordinate sessions with Administrators	Coordinate schedule with supervisor
Within the NE's two months	Assoc. Registrar Student Systems	Provide overview of responsibilities	
Within the NE's two months	Assoc. Registrar Info. Technology	Provide overview of responsibilities	
Within the NE's two months	Assoc. Registrar Office Operations	Provide overview of responsibilities	Include FERPA overview
Within the NE's two months	Asst. Registrar Student Systems	Provide overview of responsibilities	
Within the NE's two months	Asst. Registrar Academic Records	Provide overview of responsibilities	
Within the NE's two months	Supervisor	Schedule status meetings and performance management evaluations (3month and 6 month)	
Within the NE's first 90 days	Supervisor	Conduct Three-Month Performance Evaluation of NE	
Within the NE's first 180 days	Supervisor	Conduct Six-Month Performance Evaluation of NE	