

Department Orientation

Before the employee's first day, the supervisor should:

1. Provide the new employee with directions to the work area and parking;
2. Put together a plan to greet and spend time with the new employee;
3. Send an internal memo to coworkers announcing the new employee's arrival date and duties;
4. Clean work site (if not clean, submit a request via FAMIS);
5. Arrange the appropriate office/desk/workstation setup;
6. Remove/add furniture (contact Facilities Operations);
7. General office supplies, keys, business cards (departmental office support);
8. Phone and voicemail (enter a helpdesk ticket advising of the new employee, name, date of hire, and provide the serial number on the back of the phone. If there is an extension that you would like to use, include that in the helpdesk ticket) <https://help.lafayette.edu/unified-communications-quick-reference-guides/>;
9. Request the new employee to complete the Employee Data Sheet <https://hr.lafayette.edu/wp-content/uploads/sites/24/2019/04/Employee-Data-Sheet-FT-R1.pdf> and send it to HR. HR will then be able to generate an L# which is needed for the Account Workflow.
10. Provide information to the Office of Human Resources for computer/network access (HR will complete the Account Workflow that is submitted to ITS to set up email, network access, Banner access, etc.);
11. Computer equipment (contact Information Technology Services/User Services with name, position, start date, equipment requests, physical location and building)/request ITS to meet new employee on first day for set up and confirm meeting;
12. Update department web page;
13. Notify Post Office of new hire (name, position, start date, and physical location);
14. Set up mailbox in department;
15. Arrange for lunch for the first week;
16. Designate a person to whom the new employee should go for help; and
17. Schedule on-the-job training and any required training.

On the first day of employment the new employee should:

1. Stop by HR to hand in new hire paperwork.
2. Introductions:
 - Co-workers
 - Department management
 - People in other departments with whom the employee will work
3. Tour of the department and show location of:
 - Rest rooms
 - Campus Tour
 - Official bulletin boards
 - Filing system
 - Equipment and supplies available (how to obtain additional ones)
4. Explain office opening/closing protocols.
5. Review use of the telephone and voicemail.
6. Assist the employee in obtaining a Photo ID (HR will provide the employee with information when they complete their new hire paperwork).

7. Provide calendar sharing information.
8. Ensure the new employee registers their vehicle for a parking permit:
<https://publicsafety.lafayette.edu/parking/vehicle-registration/>
9. Encourage the employee to sign up for Leopard Alerts:
<https://publicsafety.lafayette.edu/omnilert/>

During the first week of employment the supervisor should cover with the employee the following:

1. Department responsibilities and how the employee's job fits in;
2. Essential functions of the job;
3. Review the department's goals for the year;
4. Review timesheets if appropriate, and recording time off;
5. Explain annual performance review system and goal setting process;
6. Explain any security or confidentiality issues related to the work area;
7. Explain department workflow/procedures;
8. Explain secretarial support;
9. Order business cards;
10. Inform the employee of meetings the employee is expected to attend;
11. Work schedule – cover starting and quitting time, lunch period, breaks, shifts, and any weekend work assignments; lunch and break schedules; suggest places available for breaks and lunches;
12. Provide login information for department specific programs;
13. Reporting time off for illness;
14. Requesting time off (vacation record <https://hr.lafayette.edu/forms/> hourly employee's leave time is tracked on Banner;
15. Review Banner Self Service <https://hr.lafayette.edu/>;
16. Equipment (phone, fax, email, copier);
17. Cell Phone Allowance (<https://finadmin.lafayette.edu/wp-content/uploads/sites/133/2015/06/Cell-Phone-Policy.pdf> and <https://finadmin.lafayette.edu/wp-content/uploads/sites/133/2016/10/PDA-with-Voice-Service-Allowance-Request-Form.pdf>);
18. Review Wireless Communication Policy;
19. Request credit card, if applicable; and
20. Show location of exits, fire extinguishers, restrooms, and evacuation procedures.
21. Review Finance & Administration Policies and forms
(<https://finadmin.lafayette.edu/information-for-faculty-staff/policies/>,
<https://finadmin.lafayette.edu/information-for-faculty-staff/forms/>,
<https://finadmin.lafayette.edu/wp-content/uploads/sites/133/2019/02/Expense-Reimbursement-Policy-Lafayette-College.pdf>)