
Supervisor Orientation for New Employees

In accordance with Columbia State Policy 05:04:00, Faculty and Staff Orientation, the immediate supervisor is responsible for covering the following information with new employees. Please check each item discussed. Upon completion, the employee and the supervisor should sign the form and the supervisor is to forward it to the Office of Human Resources.

- Columbia State Community College's mission, core values, goals and objectives, policies and procedures (www.columbiastate.edu)
- Duties and responsibilities, and budget (*if applicable*)
- Routine and recurring responsibilities of his/her unit and the objectives to be attained in the current year – Provide copy of Department's Strategic Plan and Goals
- Expectations of employee's contributions to the objectives of the Department and Unit
- Performance Evaluation – Policy 05:17:00
- Who to call if the employee is ill or in case of an emergency
- Normal work hours; lunch & break practices
- Handling of confidential information, including Columbia State Policy 03:06:00 and Columbia State Policy 07:07:00
- Employee conduct – Policy 05:22:00
- General appearance and dress expected
- Use of telephone system, including Columbia State Policy 07:12:00
- Mail procedures, pickup and delivery, and mailroom location
- Use of the copy machines and how copies are charged
- How to obtain supplies and materials
- Printing and duplicating procedures **along with responsible printing suggestions.**
- Equipment inventory and control system, including Columbia State Policy 04:06:00
- Purchasing procedures and forms used, including \$50 purchase form
- How to prepare maintenance work orders
- How to prepare travel authorizations and travel reimbursements, including travel regulations as outlined in TBR Policy 4:03:03:00
- How to make airline reservations
- Personal tour of campus to be introduced to fellow workers and key staff members, with special notice to the offices or areas directly affecting work area:

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- Information Technology:**
 - Provide login information to use network resources – e-mail and ChargerNet, Helpdesk.
 - Access to specific Banner modules must be approved by supervisor, and submitted to bannersecurity@columbiastate.edu.
 - Information security and the use of PII data should be outlined by the employee’s management.
 - Responsible use of email – Institutional & TBR related business

 - Facility Services:** to pick up office keys, after the key request form has been completed and approved
 - Bookstore:** procedures for obtaining supplies and materials
 - Student Services Office:** to pick up parking decal after paying in business office and to secure photo identification card
 - Library:** to pick up library card and learn about services available
 - Business Office and Purchasing:** to learn where to deliver travel and purchase requests
 - Cafeteria**
 - Wellness Center**

 - Other:** _____
 - Other:** _____

Other (please list any other items covered during orientation)

Employee Signature

Date

Supervisor Signature

Date