ORIENTATION PROCESS

New Employee Orientation is conducted by the Benefits Coordinator or the Human Resources Director.

- Employees are scheduled for the new hire orientation/on boarding process.
- Arrangements are made to discuss the Orientation, or discuss the PowerPoint presentation via net meeting

Critical components of the new hire orientation include:

- Mission
- Introduction of Administrative staff
- Discussion about the seven colleges
- Picture of the President
- Review Policies
- Training on the time sheet
- Non-exempt, exempt status distinctions
- Training on Harassment/Sexual Harassment

1. Completed application packet along with contract signed by President and Department Head comes from the Administrative Assistant.

2. The applicant can then be notified for intent to extend an offer. This can be done over the phone. After applicant has accepted the position, notify the supervisor and/or department head.

3. If applicant accepts the position then set up orientation at a designated time and date. Inform the applicant to bring in two forms of identification to complete the I-9 Form. (The acceptable documents can be found on the back page of the I-9 Form). If the applicant declines the offer then contact the department to give them that information and give the application packet to the Administrative Assistant.

4. Prepare a new hire packet. There are four different packets as follows:

   a. Full Time Staff Employee With Benefits
   b. Part Time/Temporary Staff Employee No Benefits
   c. Full Time Faculty Employee With Benefits
   d. Part Time/Temporary Faculty Employee No Benefits

   All of these materials can be found on the shelf. Keep all forms updated yearly.
   - New W-4 Forms for the state of Alabama
   - Throughout the year be attentive to changes and updates to employment forms.

5. While In Orientation

    a. Introduce yourself and have class to introduce themselves and what department they will be employed in
    b. Give them their new hire packages and review the documents. If no questions let them sign and make copies to give to them.
    c. Let applicants fill out paper work. After paper work is finished, review handbook and ask if any questions.
    d. Give them their ID number so they can obtain their badge from Tompkins Hall and give information about parking decals. Also inform them that their supervisor will notify the IT department for their extension and email address.
    e. Then give applicants benefits packet. Go over the packet with them and see if there are any questions. Let applicants know that they have 30 days from their hire date to get their health insurance information packet in or they will have to wait until open enrollment.