Rhodes College
Staff Orientation Checklist

Name ______________________________ Date of Employment __________________

Position ____________________________

Department __________________________

Supervisor __________________________

Initial Paperwork to Complete
_____ New hire paperwork including: I-9 with attachments and W-4 to be completed with HR Manager
_____ New employee to receive a copy of job description
_____ Inform new hire of upcoming new hire orientation date

Things to be Ordered or in Place by Date of Employment (if applicable)
_____ Set up e-mail address
_____ Order Network access (ITS)
_____ Prepare work accommodations/area
_____ Fob and Keys ordered from Physical Plant (if necessary) via Work Order
_____ Telephone name on ID (contact R. Huddleston)
_____ Order business cards (if necessary)
_____ Computer: hardware, software (contact ITS)

Review the following checklist with your new employee and return the completed form to Human Resources within two weeks from date of employment. Indicate N/A if an item is not applicable.

College Mission & Policies
_____ College mission & vision statement
_____ Tour of campus; introduction in other areas
_____ Organizational chart - College
_____ Current list of phone extensions (Directory)
_____ Lynx ID from Rhodes Express
_____ Meals & rest breaks, dining hall
_____ Mail Center services
_____ Use of Fed.Ex., UPS, etc.
_____ Completing Expense Reports
_____ Physical Plant work requests

People Development Process
_____ Rhodes Website
_____ Master Calendar, reserving rooms & equipment
_____ Emergency procedures & phone numbers
_____ Reporting work injuries & illnesses (HR 3750)
_____ College Handbook
_____ 90 day introductory period review

Department Procedures
_____ Introduction to co-workers & their jobs
_____ Overview of department/school
_____ Departmental policies & procedures
_____ Department phone number(s)
_____ Position duties & performance expectations
_____ Staff meetings

_____ Dress standards
_____ Break room clean-up
_____ Security, locking of doors, file cabinets, etc.
_____ Mail pick-up & delivery (times & place)
_____ Confidentiality; use of shredder
_____ Budget; approvals needed to order/spend
Meetings with supervisor
Work schedule
Notification when absent; whom to call
Timesheets – where to find and how to complete

Ordering supplies
Safety orientation (if necessary)
Purchasing procedures*

Equipment/Technology Information
Telephone instructions-how to use it
Computer & software training needed
Email polices, intranet/internet usage
Copier & copy number
FAX machine

For Administrative & Supervisory Personnel*
Chart of accounts (Accounting)
Monthly Operations Reports (Accounting)
Review of departmental budget(s) & procedures
Employment of student workers (Financial Aid)
Employment of staff (Human Resources)
Independent contractors (Human Resources)

For those who calculate or approve timecards*
(If you have questions contact Human Resources)
Payroll & PAR form deadlines Pay dates
(listed with timesheets) Completion &
approval of timesheets Distribution of
paychecks, direct deposit Non-resident
alien issues

* Appointments may be made with a department director to discuss these items.

Other

The preceding information has been reviewed with me as indicated. I understand that it is my responsibility to ask questions about these and any other aspects of my job that I do not understand or for which I need further information.

Employee’s Signature_________________________________________ Date________________________

Supervisor’s Signature_________________________________________ Date________________________

Please return original completed form to Human Resources