# Orientation Checklist

The goal of this orientation checklist is to assist the new Aultman College colleague with (1) navigating the Aultman onboarding process, (2) meeting and greeting key members of the Aultman College team, (3) getting an introduction to key Aultman College concepts/creating a reference library for future use, and (4) familiarizing the new colleague with expectations, benefits, and how they can be #AulIn with us!

Managers, Section I must be completed first. You are free to organize the priorities in Section II according to what best meets the needs of the job. You may also add to this list as you see fit. New colleagues should complete this full checklist within 30-45 days of initial hire.

| **SECTION I** | | |
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| **EMPLOYEE INFORMATION** | | |
| Employee name: | | Manager signature: |
| Position: | | |
| Due Date: | | Date Completed: |
| **CORPORATE CHECKLIST** | | |
| Corporate LMS Modules:<br>☐ Armed Assailant<br>☐ HIPAA<br>☐ Safety Education<br>☐ Workplace Violence | <br>Date:<br>Date:<br>Date:<br>Date: | |
| **COLLEGE CHECKLIST** | | |
| Campus Coordinator (Day 2 on campus)<br>☐ Kronos<br>☐ Parking<br>☐ Safety/ASR/EOP<br>☐ Building<br>☐ Lands' End | Date: | Campus Coordinator's Signature: |
| IT (Day 2 on campus)<br>☐ Equipment for office and home use<br>☐ Verify access to email, LMS, YaRooms and other IT resources<br>☐ Navigating the LMS training | Date: | IT's Signature: |
| Marketing/Communication<br>☐ Professional picture for website<br>☐ Bio for website<br>☐ Set up email signature<br>☐ Elevator speech<br>☐ College Publications (Pulse, website) | Date: | Marketing/Communication's Signature: |

Revised: 9/9/2023 MM

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| Registrar<br>☐ FERPA training<br>☐ College catalog<br>☐ Academic calendar<br>Lab Safety Coordinator<br>☐ Basic Laboratory Safety Training<br>College LMS Modules:<br>☐ Title IX Training<br>☐ Technology Education | Date:<br><br><br><br>Date:<br><br>Date: | Registrar's Signature:<br><br><br><br>Lab Safety Coordinator Signature: |
| **COLLEGE PRESIDENT** | | |
| ☐ Vision/Mission/Values<br>☐ Aultman Corporate Overview/Organizational Structures<br>☐ College Culture/Rules of Engagement<br>☐ Strategic Plan = Quality Improvement Plan<br>☐ Institutional Effectiveness | Date: | President's Signature: |
| **HUMAN RESOURCES** | | |
| ☐ Benefit Package (i.e. health insurance, Vacation/PTO, logo wear, college perks)<br>☐ Substance Abuse Prevention Policy<br>☐ Holiday Calendar | Date: | HR Signature: |
| **SECTION II** | | |
| **MANAGER** | | |
| ☐ Meet employee on campus minimum of 3 days the first week of employment.<br>☐ Governance<br>☐ Accreditation (college)<br>☐ Assign a Mentor<br>☐ Annual Tracking Form<br>☐ Glossary of Terms & Abbreviations<br>☐ Aultman Corporate Orientation Form (located under Manager Resources on the employee portal) Notes about handwashing – anyone that could be clinical must complete module and competency with SIM lan Coordinator and turn competency form into campus coordinator<br>- nonclinical – module only<br>☐ Evaluation process | Date: | Manager's Signature: |

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| ☐ On-Campus and Home office expectations (i.e. meeting presence, dress code, weekly hours, etc.)<br>☐ Work at Home Etiquette<br>☐ Telework Agreement Form<br>☐ Request to Work from Home Form<br>☐ Business Cards | | |
| **MENTOR** | **Mentors Name:** | |
| ☐ Review Aultman Employee Portal<br>☐ Lawson (Self-Service)<br>☐ Policy Tech<br>☐ Bee Healthy/Portal<br>☐ Aultman Today Emails<br>☐ Jeans Team<br>☐ Tour of College and Aultman<br>☐ How to place a help desk ticket<br>☐ Supply Room/ordering process<br>☐ Fax Machine<br>☐ Faculty/Staff Mailboxes<br>☐ In/outgoing Mail<br>☐ Voicemail to email – see front desk | Date: | Mentor's Signature: |
| **ACADEMICS** | **Dean or Director Name:** | |
| ☐ College LMS Training<br>☐ Designing a Hybrid Course<br>☐ Teaching a Hybrid Course<br>☐ Accreditation (program)<br>☐ Textbook Process/ordering<br>☐ Examsoft Training<br>☐ Meet with librarian<br>☐ Meet with SSC Coordinator<br>☐ Notify Registrar if new faculty receives a stole for graduation | Date: | Dean or Director's Signature |
| **MISCELLANEOUS** | | |
| Assign to meet other personnel if needed:<br>☐ Name:<br>☐ Name:<br>☐ Name:<br>☐ Name: | <br>Date:<br>Date:<br>Date:<br>Date: | <br>Signature:<br>Signature:<br>Signature:<br>Signature: |

**<u>Please return completed orientation checklist to Aultman College Human Resources within 30-45 days of hire*</u>**

Revised: 9/9/2023 MM