



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 #Aulln 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

EMPLOYEE INFORMATION		
Employee name:		Manager Signature:
Position:		
Due Date:		Date Completed:
CORPORATE CHECKLIST		
<input type="checkbox"/>	Corporate LMS Modules: <input type="checkbox"/> Armed Assailant <input type="checkbox"/> HIPAA <input type="checkbox"/> Safety Education <input type="checkbox"/> Workplace Violence	Date: Date: Date: Date:
COLLEGE CHECKLIST		
<input type="checkbox"/>	Campus Coordinator Overview (Day 2 on campus)	Date:
<input type="checkbox"/>	IT – Equipment for Home and Office Use (Day 2 on campus)	Date:
<input type="checkbox"/>	Staff/Faculty LMS Modules: <input type="checkbox"/> Annual Safety Report <input type="checkbox"/> FERPA <input type="checkbox"/> Substance Abuse Prevention Policy <input type="checkbox"/> Title IX	Date:
COLLEGE PRESIDENT RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:		
<input type="checkbox"/>	Vision/Mission/Values	Date:
<input type="checkbox"/>	Aultman Corporate Overview/Organizational Structures	
<input type="checkbox"/>	College Culture/Rules of Engagement	Date:
<input type="checkbox"/>	Strategic Plan	Date:
<input type="checkbox"/>	Institutional Effectiveness	Date:

HUMAN RESOURCES RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:

<input type="checkbox"/> On-campus and home office expectations (i.e., meeting presence, dress code, weekly hours, etc.). Telework Agreement	Date:
<input type="checkbox"/> Benefit Package (i.e. health insurance, Vacation/PTO, logo wear, college perks)	Date:
<input type="checkbox"/> Evaluation Process	Date:

Section II

MANAGER RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:

<input type="checkbox"/> Meet Employee on Campus minimum of 3 days week 1 of employment. Provide tour of college and Aultman.	Date:
<input type="checkbox"/> Governance	Date:
<input type="checkbox"/> Mentor Assignment	Date:
<input type="checkbox"/> College Publications & Email Signature	Date:
<input type="checkbox"/> Annual Requirements	Date:
<input type="checkbox"/> Aultman Corporate Orientation Form	Date:
<input type="checkbox"/> Recruitment: Explain How All Employees Recruit – Give Examples	Date:
<input type="checkbox"/> Assign to meet with various personnel if needed: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date:
<input type="checkbox"/> LMS Training (If applicable): <input type="checkbox"/> Navigating the LMS <input type="checkbox"/> Designing a Hybrid Course <input type="checkbox"/> Teaching a Hybrid Course	Date: Date: Date:

EMPLOYEE'S MENTOR RESPONSIBLE TO COVER THE FOLLOWING COMPONENTS:

<input type="checkbox"/> Review Employee Portal and Self-Service <input type="checkbox"/> Kronos <input type="checkbox"/> Bee Healthy <input type="checkbox"/> Holidays <input type="checkbox"/> Misc.	Date:
<input type="checkbox"/> Review Locations of Supplies and Ordering Process	Date:

<input type="checkbox"/> Working at Home Etiquette	Date:
--	-------

DIVISION CHECKLIST

NURSING

<input type="checkbox"/>	Accreditation-CCNE LMS Module	Date:
<input type="checkbox"/>	BSN Program Outcomes LMS Module	Date:
<input type="checkbox"/>	Course/Class/Clinical- Experience LMS Module	Date:
<input type="checkbox"/>	Needs Assessment: <input type="checkbox"/> Needed Training: <input type="checkbox"/> Action Plan:	Date:

Please email completed sheet to Aultman College Human Resources within 30-45 days of hire