

NORWICH UNIVERSITY
New Employee Orientation

The immediate supervisor is responsible for all aspects of a new employee's orientation with assistance as noted.

I. Prior to your arrival, HR receives an:

***Authorization for Employment:**

HR will mail the first packet of information to you. This packet will contain:

1. A welcome letter from the President;
2. An information package including campus map and HR forms;
3. Your Norwich email account.

Your immediate supervisor is responsible for notifying HR of new hires. HR will forward paperwork to you upon notification of hire.

II. Within 48 Hours of Arrival

1. Visit with HR to:

- a. Return completed HR and payroll forms, including parking permit;
- b. Receive overview of online policies;
*New employee will have 1 week to go online to review appropriate policies;
- c. Review new employee orientation program and checklist;
- d. Receive NU Activities Pass if desired.

Your immediate supervisor is responsible for arranging an appointment for new employee to meet with HR.

2. Campus Tour

Use regularly scheduled Admissions tour.

Your immediate supervisor is responsible for setting up an appointment with Admissions for new employee to join a scheduled campus tour.

3. Banner Accounts

Your immediate supervisor is responsible for contacting the appropriate departments to set up your Banner accounts.

4. Safety and Security Briefing

Your immediate supervisor and/or Department/Division Manager are responsible for briefing new employees on the following:

- a. Parking regulations
- b. Emergency action
- c. Keys and building access
- d. Workplace safety as pertains to specific department

III. Within 5 Days of Arrival (to be arranged by immediate supervisor)

- a. Photo and brief bio for Guidon and/or NU web site. This will be coordinated with Public Relations;
- b. Photo ID at Sodexo;

- c. Orientation to the telephone system and voice mail;
- d. Introduction to other personnel within the department;
- e. Introduction to personnel in other departments with whom new employee will work closely;
- f. Review of policies unique to new employee's department;
- g. Review of job description.

IV. Within 7 Days of Arrival - Benefits Discussion

Meet with HR to:

- a. Discuss benefits and receive your Benefits Packet;
- b. Complete any necessary paperwork;
- b. Review any policy questions;
- c. Review Banner Web input of cafeteria benefits;
- d. **Return signed New Employee Orientation Program Checklist**

V. Orientation with President

These meetings will be scheduled 3 times per year. Invitations will be sent by the President's office. The immediate supervisor is responsible for insuring that new employee's time is cleared to attend. **(You are expected to RSVP the President's Office)**

9:00 a.m. -- 10:15 a.m. Welcome and Introduction

- * President to review NU mission and goals. Overview of 2019
- * Video/PowerPoint: Norwich University history and values

10:15 a.m. -- 10:30 a.m. Overview of Students by VP for Student Life

- * Corps, Civilians, On-line Graduate Program
- * Importance of traditions at NU
- * Student Life

10:30 a.m. -- 11:00 a.m.: Questions and answer session with President and VP for Student Life. Informal "meet and greet" time.

11:00: meeting adjourned

NEW EMPLOYEE ORIENTATION CHECKLIST

Phase I & II -- Actions Prior to Arrival or within 48 hours of arrival

- Welcome Packet received from HR
- Employment forms returned to HR and Payroll (Jackman 3rd Floor).
- Reviewed New Employee Orientation Plan.
- Reviewed University Policies
- Returned parking permit paperwork.
- Received NU Activities Pass.
- Took Campus tour.
- Received Network/E-mail/Banner accounts paperwork.
- Received general safety and security briefing.

Phase III -- Actions within 5 days of arrival

- Introductions to staff.
- Reviewed job description and performance measures.
- Photo ID at Sodexo Food Service (Harmon Hall).
- Received orientation to telephone system and voice mail.
- Received workplace specific policies as pertains to department area.
- Introductions to staff in other departments.
- Photo and brief bio to PR.

Phase IV -- Actions within 7 days of arrival

- Discussed benefits/on-line benefits enrollment.
- Reviewed any University policy questions.
- Completed and returned any incomplete forms.
- Return signed checklist to HR.**
- You will be notified by the President's Office

Phase V -- Meeting with President

- You will be notified by the President's Office
(You are expected to RSVP to the President's Office)

Employee signature: _____ Date: _____

Department Manager Signature: _____ Date: _____

_____ Return to Human Resources upon completion of phases I, II, III, IV .