

# OSU Extension Service

## Unclassified Employee Orientation Checklist

Discussion Area	Description
<input type="checkbox"/> 1. Organization	Give overview of administrative unit, office, department or college, in relation to overall university organization, including role of advisory committees. Provide organizational chart.
<input type="checkbox"/> 2. Position	Review position description, explain duties and responsibilities. Explain line of administrative authority and to what extent this position oversees or supervises others, if applicable.
<input type="checkbox"/> 3. Appointment	<p>Explain FTE changes process and, if applicable, the appointment renewal process. Direct faculty to the OSU Faculty Handbook which contains information on what is needed for advancement:</p> <p><a href="http://oregonstate.edu/admin/aa/faculty-handbook-contents">http://oregonstate.edu/admin/aa/faculty-handbook-contents</a></p>
<input type="checkbox"/> 4. Payroll & Salary Administration	<p>Inform that pay day is the last working day of month; Explain appropriate pay period (16<sup>th</sup>-15<sup>th</sup> for hourly or 1<sup>st</sup>-31<sup>st</sup> for salaried); Explain that direct deposit is the default, with any changes being made through Employee Online Services. Direct employee to the myOSU Portal (<a href="https://myosu.oregonstate.edu/">https://myosu.oregonstate.edu/</a>) for accessing the sites such as Employee Online Services and the time and attendance system (EmpCenter) which includes the appropriate trainings:</p> <p><a href="http://mytime.oregonstate.edu/empcenter-training/">http://mytime.oregonstate.edu/empcenter-training/</a></p> <p>Explain salary increase process and inform that new unclassified employees are not eligible for salary increases during first year of employment.</p> <p>Direct employee to contact the appropriate Business Center Human Resources Unit for additional information.</p>
<input type="checkbox"/> 5. Office Policies & Procedures Not Covered in the OSU New Employee Onboarding Form	<p>As appropriate, explain use of state vehicles, use of personal vehicles while conducting OSU business, parking, smoking areas, office closure due to weather conditions, etc.</p> <p>Inclement Weather Procedures:</p> <p><a href="http://mytime.oregonstate.edu/enter-time-inclement-weather">http://mytime.oregonstate.edu/enter-time-inclement-weather</a></p> <p>Vehicle Use: <a href="http://risk.oregonstate.edu/vehicles">http://risk.oregonstate.edu/vehicles</a></p>

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<input type="checkbox"/> 6. Travel	<p>Explain travel procedures for the office, including travel reimbursements, airline reservations, and out-of-state authorization.</p> <p><a href="http://extension.oregonstate.edu/employees/employee-resources/travel">http://extension.oregonstate.edu/employees/employee-resources/travel</a></p>
<input type="checkbox"/> 7. Mandatory Reporting	<p>Inform employee that OSU employees are mandatory reporters of child abuse. Refer employee to the OSU Human Resource website:</p> <p><a href="http://hr.oregonstate.edu/policy/child-abuse">http://hr.oregonstate.edu/policy/child-abuse</a></p>
<input type="checkbox"/> 8. Safety & Security	<p>Review applicable sections of the Safety Procedures Handbook and Safety Rules. Review fire, emergency, and security procedures and complete the "Acknowledgement of Safety Rules, Emergency Procedures, and Hazard Communication" form. Reinforce the importance of letting the supervisor know as soon as possible of an employee's on-the-job injury. Return this form to EH&amp;S. The form, Safety Procedures Handbook, and Safety Rules are on the EH&amp;S website:</p> <p><a href="http://oregonstate.edu/ehs/services">http://oregonstate.edu/ehs/services</a></p> <p>Extension Safety website:</p> <p><a href="http://extension.oregonstate.edu/employees/county-resources/safety-and-risk-management">http://extension.oregonstate.edu/employees/county-resources/safety-and-risk-management</a></p>
<input type="checkbox"/> 9. Civil Rights	<p>Inform employees about the unit's Emergency Operation Plan.</p> <p>Explain our commitment to providing equal program participation opportunities. Direct the employee to the Civil Rights On-Line Training module:</p> <p><a href="https://login.oregonstate.edu/cas/login">https://login.oregonstate.edu/cas/login</a></p> <p>Employee access the training using ONID information.</p> <p>Visit the Extension's Civil Rights website:</p> <p><a href="http://extension.oregonstate.edu/employees/supervisor-resources/civil-rights-info">http://extension.oregonstate.edu/employees/supervisor-resources/civil-rights-info</a></p>

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<input type="checkbox"/> 10. Performance	<p>Explain the Extension performance evaluation system. Discuss the process of setting goals and establishing goals in EvalS.</p> <p><a href="http://extension.oregonstate.edu/employees/employee-resources/evaluation/performance">http://extension.oregonstate.edu/employees/employee-resources/evaluation/performance</a></p>
<input type="checkbox"/> 11. Teaching Evaluations	<p>Explain the Extension teaching evaluations requirement.</p> <p><a href="http://extension.oregonstate.edu/employees/employee-resources/evaluation/teaching">http://extension.oregonstate.edu/employees/employee-resources/evaluation/teaching</a></p>
<input type="checkbox"/> 12. Digital Measures	<p>Inform employee of the OSU Extension Service reporting system requirements. Direct employee to view the DM short videos.</p> <p><a href="http://extension.oregonstate.edu/employees/employee-resources/dm">http://extension.oregonstate.edu/employees/employee-resources/dm</a></p>
<input type="checkbox"/> 13. Ask an Expert	<p>Inform employee of Ask-an-Expert responsibilities and provide information for signing up through eXtension.</p> <p><a href="http://extension.oregonstate.edu/employees/training-technology/oregon-ask-an-expert">http://extension.oregonstate.edu/employees/training-technology/oregon-ask-an-expert</a></p>
<input type="checkbox"/> 14. Outside Professional Activities	<p>Direct employee to review the Extension's Outside Professional Activities Guidelines and determine if Professional Outside Activities Form and/or Conflict of Interest Form needs to be completed.</p> <p><a href="http://extension.oregonstate.edu/employees/supervisor-resources/policies-procedures">http://extension.oregonstate.edu/employees/supervisor-resources/policies-procedures</a> (Located under External Activities).</p>
<input type="checkbox"/> 15. Training	<p>Verify that employee received an OSU Extension Service welcome email from Extension Administration that provides training information. Confirm the following trainings were completed:</p> <p>Professional Development Webinar Recordings  <a href="http://extension.oregonstate.edu/employees/training-technology/professional-development">http://extension.oregonstate.edu/employees/training-technology/professional-development</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ask an Expert</li> <li><input type="checkbox"/> Communicating Impact</li> <li><input type="checkbox"/> Diversity Awareness</li> <li><input type="checkbox"/> Extension Teaching Evaluations (CET's)</li> <li><input type="checkbox"/> Mentoring</li> </ul>

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### Discussion Area

### Description

Mandatory Report Open Forum Video Recording

<http://hr.oregonstate.edu/policy/child-abuse>

☐ Mandatory Reporting

Learning Management System (Canvas)

<https://login.oregonstate.edu/cas/login>

☐ Civil Rights

Other

☐ Sexual Harassment Prevention (Send Email to [Equal.Opportunity@oregonstate.edu](mailto:Equal.Opportunity@oregonstate.edu) to request training)

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_