# Campus Connection Program

# Suggested New Employee Orientation List

Please note that the following list is provided as assistance to supervisors in providing orientation to new employees.

* Review position description
* Work area should be equipped with required equipment and materials

-desk, chair, computer

-Phone (contact Mary Hale x0377 to activate line)

* Email account and NetID account should be established
* Order applicable keys
* Obtain parking permit/campus map
* Obtain Titan ID
* Set up appointments with:

-Human Resources (benefits, payroll, work & campus rules/policies)

-IT (Essential Skills Training)

-Registration (People Soft training if applicable)

-Administrative Services (to obtain purchasing card if applicable and review travel policies)

# Suggested Campus Tour Locations

(Suggested but not limited to):

* Dempsey
* Polk Library
* Reeve Union/Titan Central, Bookstore, Credit Union
* Albee (employee fitness areas)
* Kolf
* Visit individual academic buildings
* Blackhawk Commons/Parking Services
* Campus Services Center (Keys, Facilities Management, Document Services)