



Bowling Green State University New Employee Orientation

DEPARTMENT ORIENTATION OVERVIEW

The following is a list of information and activities that your department may cover with you during your orientation. Not all of the information listed below is applicable to every position or job at BGSU. If you do not receive information that you feel is important, please notify your supervisor.

During the orientation period you may:

- ___ Receive a "Welcome Packet" with important information for your new position.
- ___ Meet a "Sponsor" or department representative that will provide you with helpful information to perform your new job.
- ___ Meet with the Office of Human Resources to complete your Records Information Session *during your first three days or shifts.*
- ___ Meet with the Office of Human Resources to complete you Benefits Information Session *by the end of your first calendar month of employment.*
- ___ Be introduced to your co-workers, staff and other key personnel (i.e. senior management).
- ___ Have a work area or department tour.
- ___ Be assisted in obtaining
 - o BGSU Photo Identification Card
 - o BGSU Faculty / Staff Parking Pass
 - o Keys / Security Codes / Passes
- ___ Review the following information with your supervisor or sponsor :

Job Expectations :

- o Your Responsibilities
- o Your Supervisor's Expectations
- o Overview of Job Duties & Description

Department Direction:

- o Department History
- o Department Goals
- o Department Mission & Vision

Work Schedule :

- o Work Hours
- o Lunch & Break Schedules
- o Tardiness
- o Time Clock / Time Sheets
- o Overtime
- o Requests for Time Off
- o Inclement Weather
- o Sick Leave / Reporting Illness

(Recording Time Worked)

o Seasonal Work Cycles – Layoffs

Department Procedures:

- o Dress Code / Appearance
- o Probationary Period
- o Teamwork Policies
- o Lines of Supervision
- o Department Manuals (Information Book)
- o Performance Appraisal Process
- o Goal Setting
- o Confidentiality
- o Personal Calls & Visitors
- o Ordering Supplies
- o Department Charge Cards
- o Work Travel Policy
- o Corrective Discipline & Appeals

Important Information:

- o Phone & E-mail Lists
- o BGSU Employee Handbook
(www.bgsu.edu/offices/ohr/handbooks)
- o Environmental Health & Safety Information
- o Staff Meeting Schedules
- o Internal / External Mail System
- o Computer System
- o Evacuation Plans or Route

Employee Compensation Processes:

- o Flex Time
- o Comp Time
- o Pay Dates & Pay Stub Distribution
- o Pay Increases
- o Vacation Scheduling

Required Training:

- o Safety Training
- o Fire Safety Training
- o Sexual Harassment Policy Training

Development Opportunities:

- o Campus Organizations (ASC, CSC, Springboard, etc.)
- o Professional Development Opportunities (customer service, computer skills training, etc.)

Supporting Bowling Green State University's Core Values

* Respect for one another * Cooperation * Intellectual and spiritual growth *

* Creative imaginings * Pride in a job well done *