

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 Keys / Security Codes / Passes
 - o BGSU Faculty / Staff Parking Pass

___ ***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
(Recording Time Worked)
- o Overtime
- o Requests for Time Off
- o Inclement Weather
- o Sick Leave / Reporting Illness
- 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
<http://www.bgsu.edu/offices/ohr/resources/index.html>
- o Computer System
- o Evacuation Plans or Route
- o Staff Meeting Schedules
- o Internal / External Mail System
- o Environmental Health & Safety Information

Employee Compensation Processes:

- o Flex Time
- o Comp Time
- o Pay Dates & Online Paycheck Service Guide
- o Pay Increases
- o Vacation Scheduling

Required Training:

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

Development Opportunities:

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