

Academic Specialist Suggested Orientation Checklist

Name:

Department:

Supervisor:

Name of Orientation Coordinator:

Suggested Orientation Completion Date:

This checklist is a guide for all functional area Academic Specialists employed at MSU. It is designed to generate conversation and be used as a development tool between the Academic Specialist and their supervisor. Listed are suggested orientation activities, names of participants responsible for conducting the activities and suggested completion dates.

At the end of the orientation program, the specialist should review the completed checklist with his/her supervisor.

Part 1 Organization/Nature of Department

Review and discuss:

Person responsible:

- Introduce new employee to staff
- Department philosophies
- Department goals
- Nature of the office
- Department/Division/College structure/organization chart
- Managerial styles
- Profile of customers/clients
- Functions of various college departments
- Products and services offered/how they work

Part 2 Policies and Procedures

Review and discuss:

Person responsible:

- Work hours
- How to request/record time away from the office
- Arranging back-up coverage
- Compensation practices
- Department key(s)
- Parking
- Direct Deposit
- Specialist Handbook
- Holidays
- Fixed term appointment
- Continuing employment policy
- Promotion policy

- Other benefits (MSU Staff Benefits)
- Other policies:

Part 3 Office Procedures, Equipment and Supplies

Explain/show procedures for: Person responsible:

- Supplies location and policy
- Phone/fax policy
- Copy policy
- Use of office equipment
- Suggested office attire
- Recycling
- Expense reports, travel authorizations, account numbers
- Other:
- Other:

Part 4 Safety and Health Requirements

Explain/demonstrate/complete: Person responsible:

- Office health & safety: reporting concerns
- Michigan Right to Know Act
- Drug Free Workplace Act
- Family Medical Leave Act
- Employee Emergency Form
- Fire Extinguisher, Fire & Tornado Drills
- Emergency Evacuation Plan
- Disability rights and procedures
- Other:

Part 5 Specific Job Requirements and Expectations

Review and discuss: Person responsible:

- Performance appraisal procedures
- Job function/description
- Job responsibilities
- Code of teaching responsibility
- Work objectives and measurements
- Job performance expectations
- How job fits in with others at the organization
- Teamwork/collaboration/mutual support/back-up
- Other:

Part 6 General Performance Expectations

Review and discuss: Person responsible:

- Expected level of quality
- Expected levels of productivity
- Expected work habits and ethics

- Expected work-relationships with colleagues
- Equitable treatment
- Professional development opportunities, i.e.: MSU Human Resource Development, MSU Libraries, Computing and Technology Training Program (LCTTP), Lilly Conversations in Teaching, Professional organizations relevant to profession, ASAC Brown Bag Lunches, Listservs, Websites, etc.
- Career advancement opportunities
- Other:

Part 7 Behavior Expectations

Review and discuss:

Person responsible:

- Organizational norms

Part 8 Orientation Follow-up

- Answer questions, discuss orientation experience, and assess additional training needs.

Specialist's Signature: _____ Date Completed: _____

Supervisor's Signature: _____ Date Completed: _____