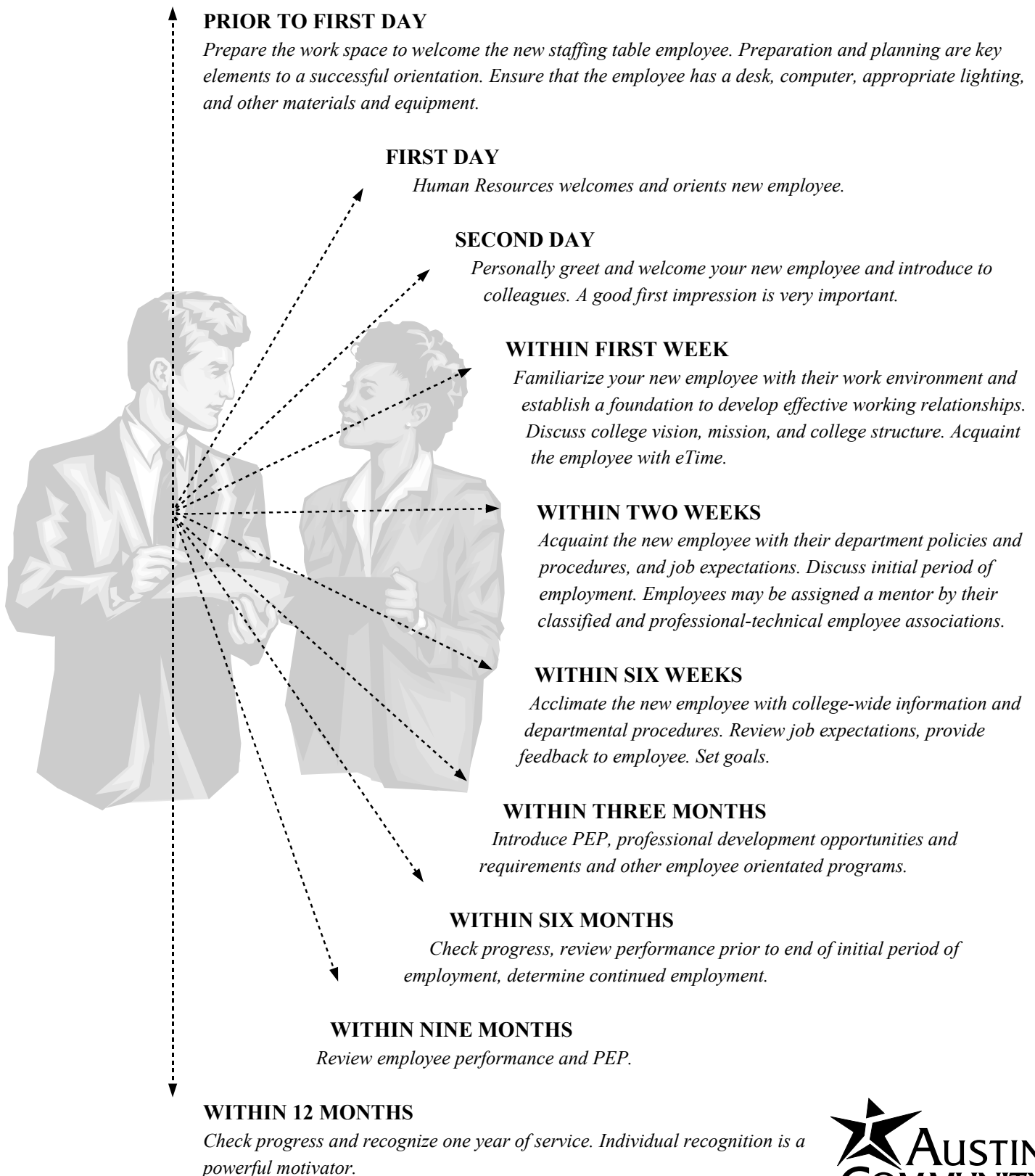


Supervisor's Guide to Welcoming New Employees to ACC...



ACC Orientation Checklist

Prior to First Day

Prepare the work environment to welcome your new employee.

Preparation and induction are key elements to a successful orientation and integration to ACC. By providing new employee with the necessary information to do their job, the employee will feel welcome, learn ACC quickly, and become a valuable team member.

- Maintain open communications with new employee after the offer. Ensure that the employee has your contact information. Confirm start date.
- Prepare workspace, computer access, email/calendar and other systems, telephone, voicemail, etc. For assistance call the ACC Help Desk, 223-4357.
- Arrange for name plate for work space, keys, business cards, and office supplies.
- Send e-mail to department/employees announcing new employee's arrival and requesting that they welcome employee.
- Meet with the new employee sometime during their first day in the department. Schedule the time.
- Identify manuals, procedures, and other information that the new employee will need on the first day.

First Day

HR welcomes and orientates new employees.

(Make the first day memorable).

- New employee participates in Human Resources First Day Orientation process (all day or as scheduled by HR). Orientation includes introduction to the College, employee handbook, policies, and procedures and benefits.

Second Day

Welcome the new employee to ACC and introduce to other employees.

*Successful orientation is one of the key factors to a long-term employee commitment.
It also is one of the most important responsibilities of a supervisor.*

- Meet new employee first thing in the morning.
- Introduce employee to colleagues.
- Give employee a copy of the PA, confirm pay rate and pay day. Provide employee with paydate schedule, academic calendar, and schedule of holidays.
- Discuss department operations; job expectations, department meetings, expected work hours, policies, importance of punctuality, lunch, breaks and break areas, procedures for reporting time and absences, procedures for sick leave, emergency procedures for on-the-job accidents, and other important guidelines.
- Discuss safety: location of fire extinguishers and other emergency equipment, emergency phone number(s), evacuation procedures, first aid, etc.
- Tour College/department facilities.
- Review use of voice mail and e-mail systems.
- Meet with the new employee at end of day. Discuss the day's progress.
- Ensure that employee questions are answered.

Within First Week

Help the employee become familiar with their work environment.

- Discuss department functioning: history, culture, vision, operations, acronyms, functions, conduct, confidentiality, and department relationships.
- Review organizational structure, resources, HR and ACC web sites.
- Review job duties, specific assignments, responsibilities, and set goals/expectations.
- Introduce employee to eTime, pay practices, and responsibilities.
- Discuss job expectations of employees (conduct, ethics, confidentiality/information, timetables, etc.).

Within Two Weeks

Acquaint the new employee with their department, policies, and procedures and job expectations. Discuss initial period of employment.

- Discuss department projects, initiatives, and timetables.
- Ensure new employee returns HR forms.
- Talk with the new employee on a (weekly) basis to assist him/her in understanding the organization and providing the employee with the necessary resources to be successful. Confirm employee's understanding of responsibilities and procedures.
- Discuss the initial period of employment, process, and timetable.
- Encourage employee to share new ideas.

Within Six Weeks

Introduce the employee to college-wide resources, personnel, and procedures (budgets, ordering supplies, travel, purchasing, etc.).

- Introduce employee to ACC web site and college-wide resources.
- Arrange for employee to visit HR to meet representatives.
- Orientate new employee to campus, locations, and operations.
- Review College procedures (ordering, purchasing, travel, professional development-external, etc.).

Within Three Months

Focus on employee-orientated benefits and programs.

(Studies indicate when employees are trained effectively, there is a higher degree of productivity and job satisfaction. Effective training can motivate an employee to do a good job and increase job satisfaction.)

- Review PEP and professional development.
- Check in on the new employee's experience. Discuss "What's working? What's not? What can I do to help?"
- Review employee handbook.
- Recognize new employee achievements.
- Review tuition voucher program.
- Discuss employee's education, training, and development needs.
- Review employee performance and let the employee know how he/she is doing at ACC.

Within Six Months

Check employee progress, conduct initial period of employment review, and determine continued employment.

- Review employee progress.
- Discuss initial period of employment and progress.
- Determine if employment should be continued. If not, the performance evaluation form should be completed and discussed with the employee. If the employee is not going to be retained, the employee should be given two-weeks notice of termination.

Within Nine Months

Review employee performance and PEP.

- Review performance goals.
- Review progress.
- Identify areas of improvement and growth.
- Identify professional development needs.

Within Twelve Months

Continue to check progress to ensure employee understands their personal contributions to ACC's success and celebrate individual achievements.

(Individual recognition is a powerful motivator.)

- Review performance goals and PEP.
- Complete required PEP goals.
- Submit Final Report for PEP.
- Recognize employee's first year of service.

Supervisor Signature:

Completion Date:

File this completed document in the employee's department personnel file.

To provide feedback or ask questions regarding the New Employee Orientation process or guide, please address email to: ebreedlo@austincc.edu

Responsibilities of a Mentor

The employee associations will coordinate the assignment of a mentor to a new classified or professional-technical employee. The purpose of this relationship is to provide the new employee with an employee to befriend him or her and assist in the orientation process. The relationship is a confidential one and may be short or long term. The mentor must understand that he or she is not the supervisor and should not assume such a role with the new employee. The basic expectations of the mentor is:

Guide

- Be a resource on where to obtain information. The ACC web site provides a variety of information about the College including the academic calendar, organizational structure, and organizational references.
- Be a referral source. Assist the employee in identifying whom to contact and for what.
- Be available to answer employee questions.
- Introduce the employee to the employee association officer.

Advise

- Introduce the employee to the culture, unwritten rules, history, and structure of ACC.

Counsel

- Provide feedback, support, and build the employee's confidence.
- Help the new employee overcome the stresses and strains of a new job.
- Provide emotional support.
- Help the new employee to overcome problems.
- Help the employee to learn the ACC environment.

Motivate

- Help the employee to get excited about ACC.

Communicate

- Store tidbits about ACC, discuss social issues, communicate social events, etc.
- Encourage the employee.
- Serve as sounding board for the employee to share sensitive information.
- Be someone to talk to without fear of retaliation.
- Maintain a confidential, supportive relationship.