

Who, What, Why, When, and How?



- Who does orientation?
- What should it include?
- Why should you care?
- When does it actually begin?
- How do we do it?

Orientation should be more than just a few hour-long sessions filled with paperwork and information overload!



It begins before the employee arrives for his/her first day, involves multiple people and resources and continues as long as necessary for the employee to do his/her job successfully!

Orientation can make the difference
between retaining good employees or losing
them!



THINGS TO THINK ABOUT

- Communication! Have you provided them with information regarding Schedules, Dress, Where to report (GMWs)
- Is a Professional Development Plan needed? MSUAASF
- Plan some networking opportunities...consider lunches, committees, work groups, classes etc.
- Is there an orientation plan for the long term?
 - Job training plan
 - Software/Computer classes
 - Safety, OSHA, Hazardous waste
 - State, System, and Institution policy and procedures
 - Data practices, public/private data, and reinforcement over time: how and where to find the information...

Processes that start before the employee begins work:

- Do you have a place for this person to work? Office, cube or desk?
- Have you got the equipment? Computer, software, supplies, phone?
- What system access will this person need? Can any of this be taken care of in advance?
- Has all their paperwork been completed, returned, processed, and submitted to HR? Offer letter, UPD, I-9 packet?
- Have you scheduled their HR Orientation?
- Have you considered assigning a mentor or "buddy"?

ONCE THEY ARRIVE?

- Welcome and introduce
- Get them situated:
 - Show them where everything is...especially the food!
 - Supplies
 - Bathrooms
- Provide basic training on such things as:
 - Phones
 - Faxes
 - Copiers
 - Other office equipment
- Help them get/do the following: (If not done already)
 - A MavCard
 - A parking permit
 - Activate their email account at www.mnsu.edu/its/started/
 - Assign keys



...continued

- Provide a list of useful contacts: maybe a "go to" person
- Discuss a training plan for job duties...Is there a training manual?
- Give them some tasks to get started on (not just busy work)
- Go through the department/division checklist
- Provide an introduction with Mentor or "buddy" (if applicable)
- Schedule regular meetings and honor that commitment!
- Communication, Communication, Communication!
 - Provide feedback
 - Discuss expectations or procedures for planned or unplanned absences? Is an email sufficient? Should they call someone at home? Do they have the appropriate contact info?
- Ask them if they would like to join the group or an individual for lunch?

What does HR do?

- Starting your new job website
<http://www.mnsu.edu/humanres/startingyournewjob.html>
- HR orientation
 - Insurance eligible employees
 - Temporary employees
 - What about adjunct?
- Checklists
- On-line Orientation
<http://www.mnsu.edu/humanres/orientation.html>

On-line Orientation

<https://d2l.mnsu.edu/>

- Can be accessed from any computer with an internet connection
- Access with web address above or through the "Desire2Learn" link on the left hand column of Minnesota State Mankato's home page
- Provided time for employees to complete during their regularly scheduled hours
- Program should be completed within the first six weeks of employment

How it works...

- Once payroll documents have been processed in Human Resources, they will receive an email instructing them on how to access the on-line orientation program.
- The program includes four very simple multiple choice quizzes.
- Completing the quizzes allows us to see where we can improve the presentation content as well as track completion rates.
- When they have completed the program an automatic email is sent to Human Resources.

The End!