

AUCA New Hires Orientation: Manager/Employee Checklist

NEW FACULTY MEMBER

Employee Name: _____ Department: _____

Tasks to be completed:

Task	Completed
Welcome to Department by Department Chair	<input type="checkbox"/>
Campus tour conducted	<input type="checkbox"/>
List of Key Contacts provided	<input type="checkbox"/>
Job description and duties reviewed with new employee	<input type="checkbox"/>
Work space, computer, and phone identified & explained	<input type="checkbox"/>
ID card: instructions made. Check if the card is provided	<input type="checkbox"/>
Office organization and resources explained (e.g. files, manuals, office supplies, etc.)	<input type="checkbox"/>
Access to AUCA systems provided and training scheduled (e.g. Network account, E-mail account, Moodle, Online Registration, etc.)	<input type="checkbox"/>
Academic Calendar provided	<input type="checkbox"/>
Faculty: schedule of courses reviewed	<input type="checkbox"/>
List of necessary documents* collected and provided to office-manager of the department	<input type="checkbox"/>
Medical Book: all necessary steps have passed. Medical book was provided to medical office.	<input type="checkbox"/>

Signatures:

Manager _____ Employee: _____

Date: _____

New faculty member: please provide this document in the CTLT office when completed.

ORIENTATION PROGRAM for new faculty members: (filled in by the CTLT)

* List of documents for making agreement with AUCA