WESTERN PIEDMONT COMMUNITY COLLEGE

New Employee Orientation Checklist

EMPLOYEE INFORMATION

Name:	Start date:
Position:	Supervisor:

FORMS & GENERAL INFORMATION

☐ Review general College and benefit information	☐ History & Mission of WPCC & NCCCS ☐ WPCC's Organizational Charts ☐ I-9 Form ☐ Drug-Free Workplace Form ☐ NC-4 Tax Withholding Form ☐ W-4 Tax Withholding Form ☐ Direct Deposit Authorization ☐ State Retirement Application ☐ NC SHP Insurance Application ☐ Dental Insurance Application ☐ Vision Insurance Application ☐ Colonial Cancer Suppl Application ☐ Colonial Disability Suppl Application ☐ State Retirement & Disability Benefits ☐ SHP Benefits-At-A-Glance ☐ Code of Conduct	☐ Colonial Disability Supplemental benefits ☐ Dental Ins benefits ☐ Vision Ins benefits ☐ Tax Sheltered Annuities Information ☐ Tobacco Policy ☐ WPCC's benefits overview ☐ Faculty Pay Options ☐ Receipt of Official College Transcripts on file ☐ Employee Assistance Program ☐ Faculty & Staff Pictorial Directory ☐ School Calendar & Events ☐ Emergency Action Plan ☐ Super Tuesday's (New Employee Orientation) ☐ Pay Day ☐ State Employees' Credit Union ☐ Secondary Employment Policy & Request ☐ Send Out Personnel Announcement

ADMINISTRATIVE PROCEDURES

☐ Review general administrative procedures.	☐ Office/desk/work station ☐ Keys ☐ Mail (incoming and outgoing) ☐ Shipping (FedEx, DHL, and UPS) ☐ Business cards ☐ Purchase requests procedures ☐ Travel Request Approval Form & Procedures ☐ Maintenance Repairs Form & Procedures	☐ Telephones (Personal Usage) ☐ Conference rooms ☐ Picture ID badge & Directory Info ☐ Expense reports ☐ Leave Request Forms ☐ Office supplies ☐ Mass Print Jobs - Print Shop ☐ Security Code Assignment

INTRODUCTIONS AND TOURS

☐ Give introductions to program/divisional faculty/staff and key personnel during tour.
☐ Assign mentor. _____

☐ Tour of campus, including:	☐ Restrooms ☐ Mail room ☐ Copy centers ☐ Fax procedures ☐ Print Shop ☐ Business Office	☐ Bulletin boards ☐ Parking ☐ Printers ☐ Security ☐ LRC/Computer Lab ☐ Academic Success Cen	☐ Student Services ☐ Cafeteria ☐ Coffee/vending machines ☐ Bookstore ☐ Emergency Exits and First Aid Kits ☐ WPCC Messaging Service Alerts/App

POSITION INFORMATION

☐ Introductions to divisional faculty and staff.
☐ Relationship to other divisions.
☐ Review job description and performance expectations and standards.
☐ Review payroll timing, time cards (if applicable), and policies and procedures.
☐ Review job schedule hours, breaks and lunch hours.
☐ Review initial job assignments, goals, priorities, and training plans.

COMPUTERS

☐ Hardware and software reviews, including:	☐ E-mail ☐ Intranet	☐ Microsoft Office System ☐ Data on shared drives	☐ Colleague ☐ Internet

SIGNATURES

_____ (Employee's Signature) _____ (Date)

_____ (Supervisor's Signature) _____ (Director of Human Resources)