Southwestern Community College

Full-Time Employee Orientation Checklist

Employee Name __________________________ Position __________________________

Presenter to initial upon completion of orientation

Supervisor

2 Introduction to the College
2 Tour College - explain College Organization and Services
2 Employee work responsibilities, i.e., hours, leave, tardiness, sickness, policies/procedures, etc.
2 Discuss issue and care of equipment
2 Explain budget process
2 Review Job Description
2 Use of Telephone
2 Discuss Mail Pickup and Delivery
2 Discuss Hazardous Materials
2 Explain use of college van
2 Provide a Purchasing Manual
2 Computer usage
2 Provide a Phone List

Vice President for Administrative Services - Janet Burnette

2 Complete Pay Deduction Forms, Review Pay Date, Pay Period
2 Add to and issue a Telephone Directory
2 Review Travel Expense Procedure
2 Review Supply and Equipment Procedures
2 Explain Bookstore Operation
2 Discuss Parking Facilities
2 Review Security Procedures
2 Discuss Credit Union
2 Issue Keys/Discuss Maintenance Work Requests

Director of Human Resources and Facility Development - Chuck Reece

2 Discuss Vacation, Sick Leave, Holiday, Overtime, Compensatory Time
2 Discuss Reporting of Accidents/Safety
2 Discuss First Aid Facilities
2 Issue and Discuss Policies and Procedures Manual
2 Discuss Insurance Options
2 Discuss Performance Evaluation Procedure
2 Discuss Wellness Program
2 Discuss Access to Personnel Record
2 Disciplinary Action, Suspension and Dismissal & Right of Appeal
2 Emergency Contact Information
Vice President for Extension Education and Economic Development - Susan McCaskill
- Extension Education Organization
- Off-campus Centers
- Extension Education Programs

Vice President for Information Technology and Telecommunications - Jim Campbell
- Explanation of Computer Security Policy & Procedure
- Employees should contact Melanie Price, Network Services Specialist, to get passwords and computer access. Her telephone extension is 409.
- Overview of College Information Systems and Network

Institutional Research and Planning Officer - Delos Monteith
- Processes for planning, research, and institutional effectiveness

Vice President for Instruction and Student Services - Gene Couch
- Explanation of Instructional Organization and Programs
- Teaching Values
- Registration Procedure
- Reporting Procedure
- End of Semester Procedure
- Program Standards
- Dress Code
- Adverse Weather Procedure
- Advanced Planning Document
- Outcomes Assessment
- Teams
- Planning Council
- Workload Plan
- Mentoring Program

Dean of Student Services - Phil Weast
- Review the Student Services areas: Admissions, Registrar’s Office, Testing/Enrollment Counseling, Career Counseling, Financial Aid, SLA
- Review Student Records Policy & FERPA, Student Rights Policy, Student Code of Conduct, and other student related policies; Issue the Student Handbook & review
- Review the procedures and processes for admission, testing, advising, registration, drop/add, withdrawal & Commencement; Review the calendar for peak activity periods.
- Review student life, student organizations and the role of the SLA on campus.

Director of Student Support Services - Cheryl Contino-Conner
- Overview of eligibility and services
- Disability services
- Tutoring
- Retention efforts
Vice President for Macon Campus and Institutional Development - Connie Haire

- Resource development processes
- Issue grants manual and review
- Describe staff development opportunities
- Partnerships with public schools
- Macon Campus - curriculum and extension
- Macon Facility Development
- Early College
- New Century Scholars

SCC Foundation Director - Sonja Haynes

- Overview of the foundation, community relations, and scholarship
- Annual Drive

President - Dr. Cecil L. Groves

- Review College Mission
- Review Philosophy and Values Statement
- Discuss current initiatives and direction of the College

Other opportunities for new employees:

- Library Tour - contact Library Director Nelda Reid at extension 268
- Learning Assistance Center Tour - contact LAC Director Toni Knott at ext.325
- Public Information Office - file photograph, biography, nametag, business cards - contact Rose Hooper or Sara Hatton at extensions 265 or 440