

Southwestern Community College
Full-Time Employee Orientation Checklist

Employee Name _____ Position _____



Presenter to initial upon completion of orientation

Supervisor

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

Vice President for Administrative Services - Janet Burnette

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

Director of Human Resources and Facility Development - Chuck Reece

- ' Discuss Vacation, Sick Leave, Holiday, Overtime, Compensatory Time
- ' Discuss Reporting of Accidents/Safety
- ' Discuss First Aid Facilities
- ' Issue and Discuss Policies and Procedures Manual
- ' Discuss Insurance Options
- ' Discuss Performance Evaluation Procedure
- ' Discuss Wellness Program
- ' Discuss Access to Personnel Record
- ' Disciplinary Action, Suspension and Dismissal & Right of Appeal
- ' Emergency Contact Information



Presenter to initial upon completion of orientation

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



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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