**Office of the Registrar**

**New Employee Orientation Checklist**

1. Introductions & Interpersonal Relations

A. NE’s Supervisor Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review NE Orientation Packet with NE

\_\_\_Office/Employee Introductions

\_\_\_1. Take NE through118 and 001 Anderson Hall offices to introduce NE to Registrar’s Office employees.

\_\_\_2. Discuss with NE other appropriate offices the NE will interact

with because of job responsibilities.

\_\_\_3. Familiarize NE with her/his office work area and office equipment

(i.e. telephone, fax, copier, etc.)

\_\_\_4. Familiarize NE with office coat rack; bulletin boards; restrooms;

storage areas; break/conference room; appropriate entrance and

exit doors to be used before/during/after work hours; emergency

exits, etc

\_\_\_Review New Employee Orientation Calendar (Unless calendar is part of

NE O packet).

\_\_\_On the first day of employment, accompany the NE during morning and

afternoon breaks.

\_\_\_During the first week of employment, offer to take the NE to lunch.

\_\_\_Schedule weekly update meetings with NE; more frequent meetings may

be necessary because of NE’s position description responsibilities.

B. Office Personnel Officer Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review all appropriate employment documentations, forms, procedures,

etc. in a timely manner.

\_\_\_Schedule a follow-up meeting(s) to continue the review of appropriate

employment information.

\_\_\_The following will be reviewed and discussed:

\_\_\_Employment Information/Forms (Office Personnel Officer will

determine what should be listed here)

\_\_\_Payroll Information/Forms (Office Personnel Officer will determine

what should be listed here)

\_\_\_Human Resource Information/Forms (Office Personnel Officer will

determine what should be listed here)

C. Office Administrator Responsibilities

i. Registrar Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review Registrar’s Office Mission

\_\_\_Review Student Life and Registrar’s Office Organization charts

\_\_\_Review NE position description

\_\_\_Review Registrar’s responsibilities and how responsibilities relate to

the NE’s position description.

\_\_\_Review, if appropriate, job responsibilities of employees who report to

the Registrar and how those responsibilities relate to the NE’s position

description.

\_\_\_Review security/confidentiality/privacy issues of educational records.

\_\_\_Schedule a follow-up meeting(s) within the next 60 days.

\_\_\_ETC.

ii. Associate Registrar Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review Associate Registrar’s responsibilities and how responsibilities

relate to the NE’s position description.

\_\_\_Review, if appropriate, job responsibilities of employees who report to

the Associate Registrar and how those responsibilities relate to the NE’s

position description.

\_\_\_Schedule a follow-up meeting(s) within the next 90 days.

\_\_\_ETC.

iii. Associate Registrar’s Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review Associate Registrar’s responsibilities and how responsibilities

relate to the NE’s position description.

\_\_\_Review, if appropriate, job responsibilities of employees who report to

the Associate Registrar and how those responsibilities relate to the NE’s

position description.

\_\_\_Schedule a follow-up meeting(s) within the 90 days.

\_\_\_ETC.

iv. Associate Registrar’s Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review Associate Registrar’s responsibilities and how responsibilities

relate to the NE’s position description.

\_\_\_Review, if appropriate, job responsibilities of employees who report

to the Associate Registrar and how those responsibilities relate to the

NE’s position description.

\_\_\_Schedule a follow-up meeting(s) within the 90 days.

\_\_\_ETC.

v. Assistant Registrar’s Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review Assistant Registrar’s responsibilities and how responsibilities

relate to the NE’s position description.

\_\_\_Review, if appropriate, job responsibilities of employees who report

to the Assistant Registrar and describe how those responsibilities relate

to the NE’s position description.

\_\_\_Schedule a follow-up meeting(s) within the 90 days

\_\_\_ETC.

vi. Assistant Registrar’s Responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review Assistant Registrar’s responsibilities and how responsibilities

relate to the NE’s position description.

\_\_\_Review, if appropriate, job responsibilities of employees who report

to the Assistant Registrar and how those responsibilities relate to the

NE’s position description.

\_\_\_Schedule a follow-up meeting(s) within the 90 days

\_\_\_ETC.

vii. Disaster Preparedness Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review Emergency/Disaster Preparedness and Recovery Plan and its location so NE knows where to locate for reference.

\_\_\_Review Emergency Response Team and the NE role (pg. 11 in Plan)

\_\_\_Add NE contact information to Response Team Contact Info (pg. 19 in Plan)

\_\_\_Have NE complete Disaster Training Questionnaire

D. Other Registrar’s Office Employee Responsibilities (refer to Registrar’s Office

New Employee Orientation II., A., 4.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Review responsibilities and how responsibilities relate to the NE’s

position description.

\_\_\_Review, if appropriate, job responsibilities of employees who report

to the employee and how those responsibilities relate to the NE’s

position description.

\_\_\_Schedule a follow-up meeting(s) within the 90 days

\_\_\_ETC.

II. General Information

A. NE’s Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Discuss FERPA and educational records. (FERPA training session

will be scheduled within first two weeks of employment.)

\_\_\_Review Registrar’s Office Policies: <http://www.k-state.edu/registrar/intranet/>

1. \_\_Birthday Observances

2. \_\_Breaks

3. \_\_Civil Defense Warning Signal

4. \_\_Dress Code

5. \_\_Emergency Medical Care

6. \_\_Fair Labor Standards Act

7. \_\_Flex Time Policy (note item 2. a.ii)

8. \_\_Goodie Day

9. \_\_Employee ORIENTATION

10. \_\_Office Hours

11. \_\_Office Recognition for Employee Retirement

12. \_\_Off-site Official Business

13. \_\_Use of Office Equipment

14. \_\_Staff Academic Study Policy

15. \_\_Staff Development Policy

\_\_\_Review Registrar’s Office Procedures

16. \_\_Attendance/Call-in Procedures

17. \_\_Emergency Calling Tree (located in Disaster Plan, Pg.47)

18. \_\_Conference Room Scheduling Procedures

19. \_\_Conference Room Cleaning Procedures

18. \_\_Emergency Evacuation Procedures

20. \_\_Mail Procedures

21. \_\_Responding to Potentially Dangerous/Disruptive Situations

22. \_\_Severe Weather Procedures

23. \_\_Short Term Power Outage

\_\_\_Review Registrar’s Office and Other Special Activities and Events

24. \_\_Special Events Calendar

28. \_\_Social Committee activities and events

29. \_\_Holiday events

30. \_\_University’s IT & HR Training Schedule

31. \_\_ETC.

III. Work Assignment

\_\_\_A. Discuss in detail position description responsibilities

\_\_\_B. Discuss Performance Review System

\_\_\_C. Discuss normal work hours, break times, lunch break, any specialized

work hours

\_\_\_D. Review what required and/or preferred specialized training is to occur in a

timely manner (within the first 60 days of employment).

\_\_FERPA (within the first two week of employment)

\_\_eprint

\_\_Imaging

\_\_KSIS

\_\_KSU New Employee Orientation

\_\_Registrar’s Office Web page

\_\_Registrar Staff Intranet: Restricted Access

\_\_Supervisory (if appropriate)

\_\_University Calendar System – Office 365

\_\_ETC.

\_\_\_E. Discuss the University Academic and Yearly calendars and how the NE’s

job responsibilities are related to the calendars events.

\_\_\_F. ETC.

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Employee Signature Employee I.D. Number Date

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Supervisor’s Signature Date

Revised: 8.24.2015

W:REG/AdminSpecialist/office/NE Orientation Checklist-2015