

REMINDER LIST

Have you:

- 1. Contacted Telecommunications regarding phone service.
- 2. Contacted the mailroom.
- 3. Completed a Key Request form.
- 4. Completed a Remedy Ticket for First Class & Meeting Maker accounts and computer set-up.
- 5. Completed Banner or PeopleSoft Access Forms, if needed.
- 6. Contacted the Office of Safety & Risk Management to arrange for Defensive Driving.
- 7. Ordered a name plate.
- 8. Set up employee's work space.
- 9. Reviewed areas of information listed under "First Day Activities – Employing Department"
- 10. Reviewed the employee's job description and expectations with them.
- 11. Showed the employee around and made introductions.
- 12. Assigned a "buddy" or "mentor".

Has the Employee:

- 1. Completed New Hire paperwork.
- 2. Obtained a parking permit
- 3. Obtained a Runner I.D. card.
- 4. Signed up for HR Foundation Benefits Orientation.



ORIENTING YOUR NEW FOUNDATION EMPLOYEE

A Guide for Supervisors

This confirms that the vacancy in your department has been filled and that your new employee will soon be reporting for work.

This Guide is designed to assist you in making the early days of employment productive for you and the new employee. You may wish to keep the Guide as part of the personnel-related records you maintain in your department.

If you have any questions about the employment process or related information, please contact the Human Resources Office, at extension 2266.



**CALIFORNIA STATE
UNIVERSITY BAKERSFIELD,
FOUNDATION**

February, 2007

BEFORE YOUR NEW EMPLOYEE ARRIVES:

To make the first days of employment productive, we suggest you prepare the following information:

- Make a copy of the employee's job description and your area's organization chart.
- Assemble instruction books and manuals for reference.
- Review on your calendar the dates that periodic/annual Performance Evaluations are due (All employees are required to be evaluated at least once a year. Permanent employees generally serve a one year probationary period and are evaluated at 3, 6, 9 and 12 months. Annual evaluations are due July 1st of each year and temporary employees' evaluations are due June 1st of each year.).
- Announce the new hire to your Department colleagues.
- Arrange for a co-worker to accompany the new employee on rest/lunch breaks during the first few days.
- Complete the Telecommunications Department's request form to arrange phone service for the new employee at: www.csub.edu/telecom/forms.shtml and make arrangements for issuance of a University cell phone if required.
- Contact the mailroom to inform them of a new employee. Do this by emailing Jerry Polkinghorne with the new employee's name and department.

- Determine if you are the best person to instruct in a task or if someone else could be more effective in teaching/coaching. If someone else is selected to help the employee learn a particular task, please inform the staff member that he/she has been selected to assist and be specific in your expectations of that individual.
- Let the employee know how he/she is doing on a regular basis. Correct errors early, before they become a habit. Praise good work.

Contact the Human Resources Department if we can be of assistance.

- NOTES -

California State University, Bakersfield Foundation

Office of Human Resources

9001 Stockdale Highway

Bakersfield, California 93311-1022

Phone: (661) 654-2266/ Fax: (661) 654-2299/ Email: www.csubfoundation.org

Employee will need to:

1. Go to the cashier's office to sign up and obtain a parking permit. The fee will be automatically deducted from the employee's pay check - \$12.* (HR will provide a temporary parking permit for the first two days of employment. This will be available to the employee when they arrive at HR on their first day of employment.)
2. Go to the Walter Stiern Library, Room 1B to get Runner I.D. Card. Be sure employee takes the Blue Runner I.D. Application form they received from HR to the Runner Card office. * The department needs to follow the instructions on the form regarding payment for the initial card. If lost, the employee will need to pay for subsequent cards. Check the hours of operation at: www.csub.edu/IRTS/RunnerID/.

***Note:** The employee will not be active in the campus database until one (1) to two (2) days after the individual completes and turns in their new paperwork to HR. The employee must be in the database prior to completing these two steps.

LEARNING THE NEW JOB

Studies about adult learning and human behavior indicate that new employees are highly motivated to learn their jobs and demonstrate their abilities. You can assist your new employee in learning the job if you:

- Review the tasks that make up the job and indicate in what order the employee will learn them.
- Use a combination of written materials and on-the-job instruction. Encourage questions and ask the employee to demonstrate his/her skills.
- Expect mistakes and use them as part of the learning experience. It will take time before the new employee performs tasks as quickly as his/her predecessor.
- Be supportive during the learning process but be willing to taper off when the employee is performing effectively.

- Complete a key request form to have ready for the employee's signature for the issuance of appropriate keys from University Police at www.csub.edu/BAS/police/forms/key_Request_newCN_eal.pdf
- For activation and set-up of the new employee's First Class email account, Meeting Maker Account and computer set-up, contact the Help desk to create a Remedy Ticket. *They must be in the HR campus database for activation. Their website is: <http://www.csub.edu/irts/helpdesk/servicerequestform.htm>.
- If employee requires Banner access – complete appropriate form(s) located at: www.csub.edu/infores/cts/download.shtml.
- If employee requires PeopleSoft Finance access to monitor department expenses and payroll – complete appropriate form located at www.csub.edu/BAS/fiscal/it/forms/cmspsaccess.pdf
- If employee requires PeopleSoft Human Resources access, contact the Human Resources Department.
- If employee will drive on State or Foundation business more than one (1) time per month, contact the Office of Safety and Risk Management to arrange for the Defensive Driving Course.
- Order a name plate through Office Max for the employee's work area if appropriate. Wait until the employee begins work to verify the name.
- Set up the employee's work space. Make sure the area is stocked with paper, pencils, pens, post-its, a calendar, phone book, etc.

***Note:** The employee will not be active in the campus database until one (1) to two (2) days after the individual completes and turns in their new hire paperwork to HR.

FIRST DAY ACTIVITIES – General Procedures

When your new employee arrives at your department, he/she should have already:

- Reported to Human Resources to receive new hire information and completed new hire paperwork.
- Signed up for a Human Resources benefits orientation.

FIRST DAY ACTIVITIES – Employing Department

New employees have many questions about their place of employment and what is expected of them. Since they may hesitate to ask, you can help by anticipating their questions and providing answers. Some suggestions are:

- Name of immediate Supervisor(s).
- Name of Department Head.
- Work schedule, lunch breaks, breaks.
- Reporting of absences to _____.
- Submit vacation requests to _____(must be appropriate administrator).
- Completion of appropriate timesheet(s).
- Paydays/how the employee receives their pay check.
- Discuss safety rules. Stress that any accident or injury should be immediately reported to the supervisor.
- Show the employee the Performance Evaluation form, indicate when evaluations are scheduled and explain the items you will cover.
- Describe the work done in your department and how it enhances the Foundation's goals.

While you are understandably anxious to have the new employee begin learning the job, the employee probably does not feel “at home” yet. This might be a good time to show the employee the work area (office, etc.), take a walk through the building and note the location of offices, drinking fountains, restrooms, copy machines and vending machines. You'll meet co-workers on your tour and introductions can be made. While the employee won't remember everyone's name, a friendly atmosphere has been established.

You may want to “announce” the addition of your new employee through emails to key individuals that the individual will have contact with.

When it's time for lunch, either you or a selected co-worker should offer to accompany the new employee. If there's a refrigerator in the area, let the employee know that he/she can bring a lunch and where they can eat.

AS YOUR EMPLOYEE BEGINS:

You're now ready to discuss the employee's job. Providing a lined pad so the employee can take notes is helpful. The following should be covered:

- Go over the employee's job description/organization chart, and explain the contents.
- Make sure the employee knows he/she can ask questions and seek assistance as they learn their job duties and who they should go to. You can assign a “mentor” or “buddy” to assist the new employee for the first couple of weeks.
- Creating an atmosphere that is friendly and professional will set the stage for a productive environment. This is an excellent way to put the Department's “best foot forward”.