

On-Boarding Template*

For Office

Basics- General Policies and Procedures

- Intro to TimesheetX
- Intro to Learning Outcomes and Evaluations
- Notifications
 - What to do if you are sick and can't work
 - What to do if you are going to be tardy

Protocols for the Office-

- Dress
 - Hats in the office
 - Standard attire
- Phone
 - Office Greeting
 - Taking Messages
 - Transferring Calls
- Office Guests
 - Greeting guests
 - Protocol for guests with scheduled appointments
 - Protocol for drop in guests
- Breaks
 - Lunch and Snack Breaks
- Office Behavior
 - Cleanliness
 - Homework policy
 - Cell phone use
 - Social Media use

Your Digital Identity

- Responding to emails
- Using Outlook to schedule appointments and meetings
- CCN/LinkedIn

Student Professional Development Path

- Work Certificate at Graduation
- Professional Development Path
 - Skill-port
 - Online Videos
 - Workshops
 - In Office training

Safety-

- Emergency Preparedness
 - Fire
 - Tornado
 - Active Shooter

***This is a template. Please feel free to adapt to your office/department needs.**