

# 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.**