

As your new employee becomes familiar with the Ferris State University, we thought it might be helpful to provide some additional key points that you may discuss with your employee within the first 30 days of employment.

- ❑ **Job Assistance:** Designate a person that the employee may call for questions, clarification, and future assistance. May be the same person assigned to be new employee's mentor.
- ❑ **Quality:** Discuss departmental quality standards and expectations. Provide any written documentation, if applicable.
- ❑ **Records:** Show employee where to locate any records or files necessary for the job. Explain confidentiality policy and how to handle confidential information and records.
- ❑ **Standards of Conduct:** Review acceptable and unacceptable performance and behaviors and how it is handled.
- ❑ **Issues and Concerns:** Discuss the department policy regarding issues and concerns related to work responsibilities and assignments. Provide to whom the employee should talk to and the process of expressing issues and concerns. Explain "open door policy."
- ❑ **Contacts:** Distribute a staff list with telephone numbers, e-mail addresses, etc. Include a list of main contacts for employee's position with a basic description of what the individual does.
- ❑ **Time off Situations:** Review when and who to call when absence is necessary due to personal emergencies or immediate need for time off. Explain procedure for requesting time off and how to fill out vacation/sick leave request forms and from whom to request leave.
- ❑ **Inclement Weather:** Discuss inclement weather and whether the employee is identified as an emergency employee. Explain where employees can obtain information concerning closure of the University.
- ❑ **Conference Rooms or Designated Office Space:** Provide information related to the use of office space, break rooms, or conference rooms within the department, cover the reservation process, usage, etc.
- ❑ **Record Retention:** Review and provide the Records Retention Policies.