

# New Employee Orientation

Updates and Initial Outcomes

# Participation

- First event in August 2013
- 53 employees have attended
- Invited all full-time employees who started after January 1, 2013

## Orientation Outcomes

### Employees will be able to:

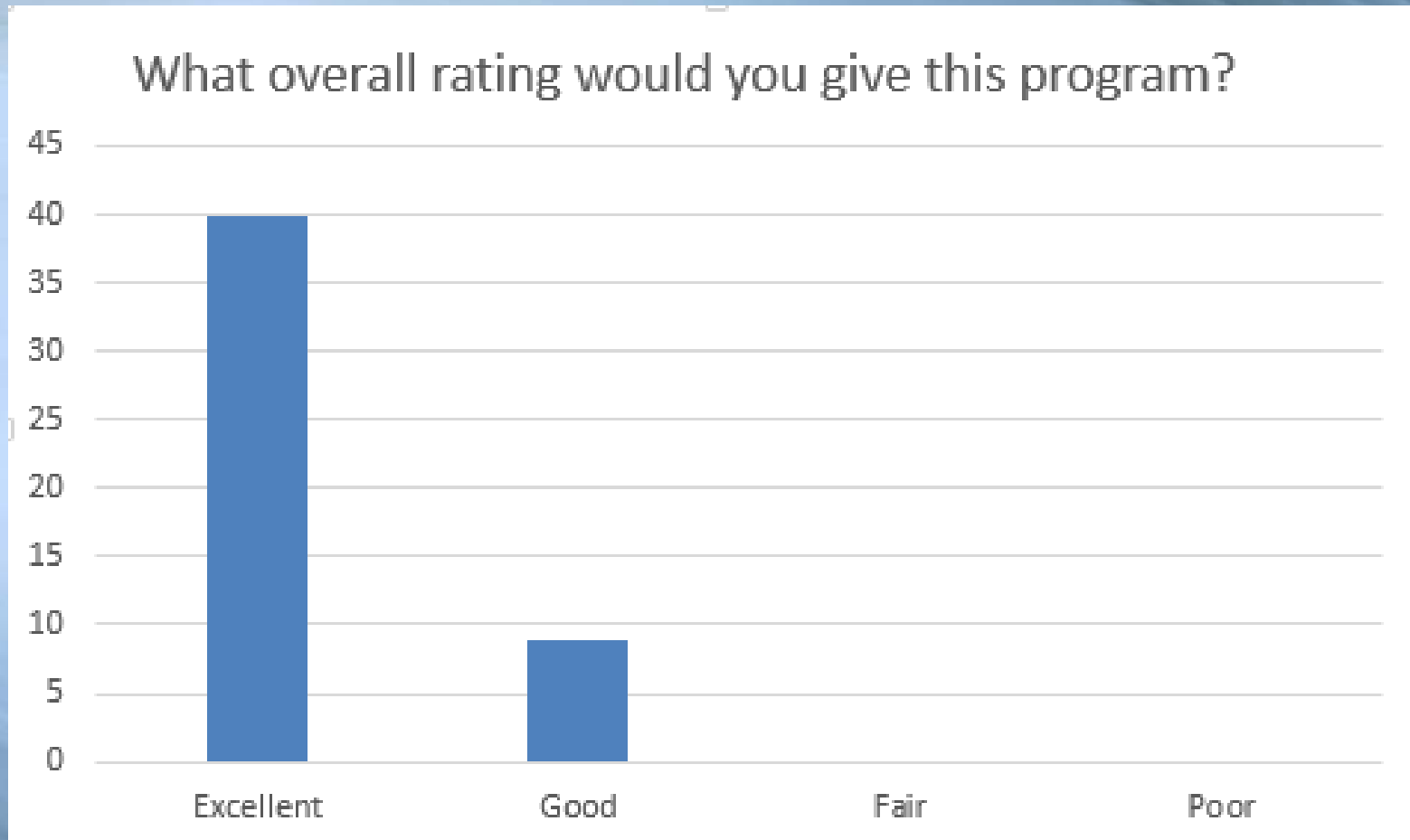
- Comply with FERPA
- Locate policy and procedure information
- Locate mission, vision, values and strategic plan information
- Navigate the LCCC Web site
- Navigate the physical campus
- Identify the functions of departments
- Correctly identify situations in which harassment may occur
- Correctly identify situations in which discrimination may occur
- Identify reporting responsibilities for harassment and sexual harassment
- Identify ways to prevent harassment and discrimination
- Respond to fire, tornado and shelter in place emergencies

- Identify how their jobs support the mission, vision and values of the college
- Recall basic information about the college's role in the community
- Identify areas in which further training and research is necessary for successful completion of job functions
- Obtain information from the academic calendar, class schedule, and catalog

### Employees will:

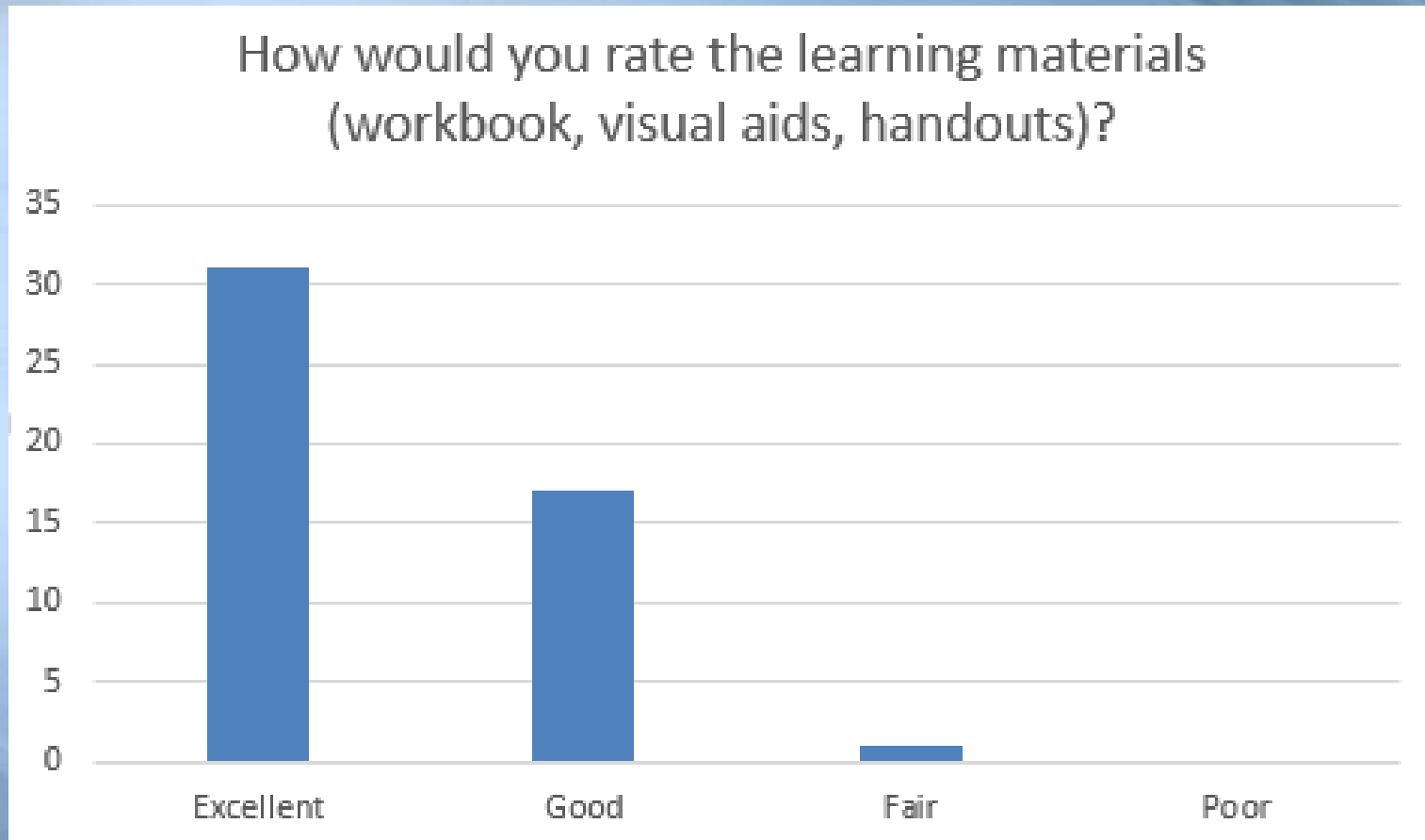
- Make appropriate benefits decisions
- Read their position descriptions
- Set goals with their supervisors
- Sign up for Cruiser Alerts
- Use a network drive for security and convenience
- Log onto EaglesEye

# Reaction



Data collected since August 2013

# Reaction

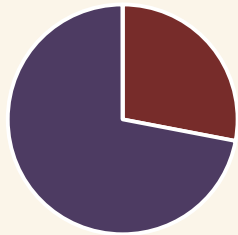


Data collected since August 2013



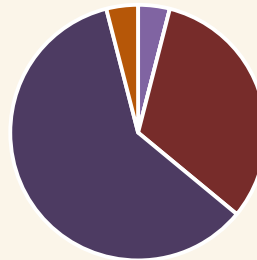
## Knowledge

I understand what is required of me in my position description.



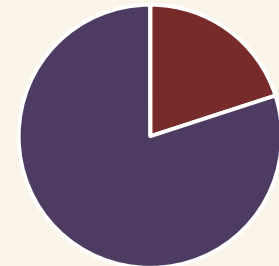
■ Strongly Disagree ■ Disagree ■ Neutral  
■ Agree ■ Strongly Agree ■ N/A or no answer

I know what my supervisor expects me to learn.



■ Strongly Disagree ■ Disagree ■ Neutral  
■ Agree ■ Strongly Agree ■ N/A or no answer

I understand how my position supports the mission of the college.

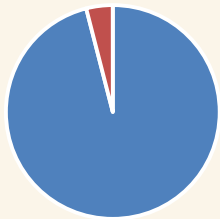


■ Strongly Disagree ■ Disagree ■ Neutral  
■ Agree ■ Strongly Agree ■ N/A or no answer

Data collected since Spring 2014

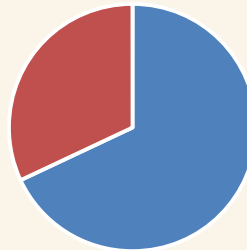
## Knowledge/Behavior

I have logged on to EaglesEye



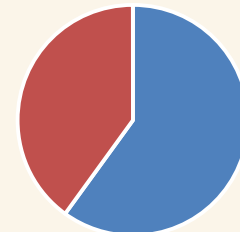
■ Yes ■ No

I have used my H:/ drive or a shared drive to save documents



■ Yes ■ No

I have signed up for text message emergency alerts in EaglesEye

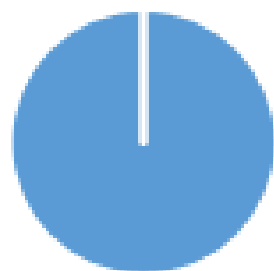


■ Yes ■ No

Data collected since Spring 2014

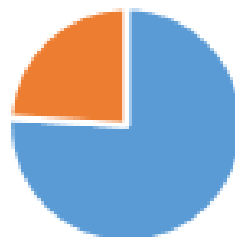
## Behavior

I have read my position description



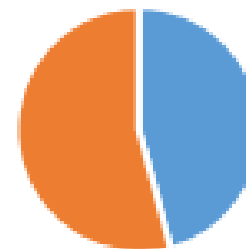
■ Yes ■ No

I have reviewed my position description with my supervisor



■ Yes ■ No

I have set goals with my supervisor



■ Yes ■ No



## Next Steps

- Design and implement an orientation for part-time employees
- Supervisor training for all new supervisors
- Evaluation at the results level