

HPHPEA New Employee Orientation Checklist

My Program Coordinator is:

My Mentor is:

My orientation meeting is scheduled for:

My office is:

To-dos

These to-dos are to be done over the first couple weeks of your employment with Lane Community College.

- ☐ Review the [Orientation Manual](#)
- ☐ Review ATC's Self Help and IT's Knowledge-base resources
- ☐ Meet with your program coordinator
- ☐ Meet with your mentor
- ☐ Complete your hiring documents, including filling out the I9 in-person
- ☐ Complete a campus tour
- ☐ Complete your Vector training modules
- ☐ Complete staff introductions
- ☐ Pick-up your keys and keycard (*information in the orientation packet*)

ATC and Self Help and IT Knowledge-base Review

Review the resources available in [ATC's Self Help website](#) and [IT's Knowledge-base](#). Make sure you understand the following:

- ☐ Shared and Personal Drives
- ☐ Using a Smart Classroom
- ☐ Gmail and GSuite
- ☐ Moodle
- ☐ Zoom
- ☐ DTen
- ☐ Review Workshops and Trainings

Vector Trainings

You will receive an email about Vector training modules to your college email address within approximately one week of activating your email. These training modules are a critical step to receiving specific technology access. If you do not receive an email within one week, please contact Cindy Dietz at dietzc@lanecc.edu.

- ☐ FERPA
- ☐ Employee Safety Training
- ☐ Bloodborne Pathogens Exposure
- ☐ Child Protection
- ☐ Safety and Accident Prevention

Tour Campus

In your orientation meeting or in a meeting with your mentor, schedule a tour to orient yourself to campus.

- ☐ Building 12: Public Safety
- ☐ Building 30: Health and Wellness
- ☐ Building 32: Health Professions
- ☐ Building 4
- ☐ Building 5: Physical Education
- ☐ Specific to me:
 - Mailboxes
 - Printing and Photocopying
 - Lunch room
 - Your office
- ☐ Building 7: Printing and Graphics
- ☐ Building 8: LCC Health Clinic
- ☐ Computer Labs
- ☐ Building 5 lower level: Alan Bahret Fitness Center
- ☐ Building 30: Employee Wellness Room
- ☐ Center Building
 - Titan Store
 - Food Services
 - Center for Teaching and Learning
 - Library
- ☐ Building 1: Student Services
 - Multicultural Center
 - Bursar, Enrollment Services, and Advising Center
- ☐ Building 16:
 - Tutoring Center
- ☐ Building 19:
 - CAR (Center for Accessible Resources)
 - Testing Center
 - Chill Zone

Introductions

Make sure to introduce yourself to the following people within the first couple weeks. You can find staff office locations and contact information in the [Orientation Manual](#).

- ☐ Your program coordinator
- ☐ Your mentor
- ☐ Your program support staff
- ☐ Your division coordinator
- ☐ Your dean
- ☐ Your associate dean