

PACIFIC UNIVERSITY 90- DAY ORIENTATION PERIOD REVIEW

NAME:

DEPT:

HIRE DATE:

JOB TITLE:

REQUEST TO EXTENT 90-DAY ORIENTATION UNTIL: _____

a. REASON FOR EXTENSION:

DEVELOPMENT LEVELS:

3 **Effective** - good valued contribution.

2 **Development Helpful** - generally meets expectations but additional development would be helpful.

1 **Improvement Needed** - does not meet expectations

A. **JOB KNOWLEDGE:** understands the mission of the University, demonstrates understanding of technical aspects of the job.

3 2 1

B. **PRODUCTIVITY:** produces quality work that is accurate and professional, accomplishes the quantity of work required for the job, is an effective planner and organizer, accomplishes tasks on schedule.

3 2 1

C. **COMMUNICATION:** expresses ideas clearly, orally and in writing, listens to learn, keeps others informed about important matters, communicates effectively with a variety of people.

3 2 1

D. **INITIATIVE, CREATIVITY and PROBLEM SOLVING:** able to see beyond limits of own area, overcomes obstacles, identifies need for change, flexible, easily adapts to changes, ability to accurately evaluate situations and identify concerns, anticipates problems and takes actions to solve them

3 2 1

E. **INTERPERSONAL SKILLS:** ability to deal with colleagues in a positive manner and maintain good relations, accepts constructive criticism and modifies the idea to achieve practical results, functions as a team player, valuing the contribution of others, positive and supportive, willing to help co-workers, works effectively with other departments, responsive to needs of those we serve.

3 2 1

F. **DEPENDABILITY:** # of absences since date of hire _____

COMMENTS:

PASS

NO PASS

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

Supervisor's Onboarding list for New Staff Members

First days at a new job can be stressful. Here's a checklist to help you orient your new employee and make their first impression of Pacific a memorable one.

- Don't keep your new employee waiting around on their first day. Be ready for them.
- Make sure you've made an appointment to bring your new staff person to Human Resources to fill out paperwork and receive benefits information.
- Make sure they have their Email Account, Boxer ID Card, and Parking Permit
After all the required new hire paperwork has been completed and entered into Datatel by Human Resources, University Information Services will set up the new employee's e-mail account in approximately 24-48 hours. Call the HELP DESK at ext.3132 or email help@pacificu.edu for specific questions regarding e-mail. Once their employee data has been entered in to system, please bring your new employee to:
 - Pacific Information Center in Washburn Hall to get a Parking Permit.
 - Campus Public Safety office at 2128 College Way, to have a photo taken and receive a Pacific University Boxer ID Card
- Make sure their desk/office is stocked with supplies and ready for them.
- Contact the Facilities Department to obtain office keys.
- Give them their Telephone # and UC Box #.
- Tell them the location of restrooms.
- Tell them about lunch and break periods and the location of lunch/break facilities (make sure the new staff member has an invitation to lunch on the first day of work).
- Take them on a tour of campus.
- Sign them up for PUNN.
- Introduce them to people in the department and to those in other departments with whom the new staff member will be working. Introduce them to your leader.
- Explain department-specific practices (how to ask for time off, who to call if sick, appropriate dress, how to answer the telephone, etc.).
- Arrange for any special training they need to do their job (accounts payable, purchasing, budget, Datatel, etc). Make sure they have time to complete any orientation requirements (sexual harassment training).
- Give them a copy of your division's organizational chart.
- Give them a list of contact people that they will need to know.
- Explain the orientation period review and your performance expectations. Show them the Performance Management Review form so they know what to expect.
- Celebrate their arrival. Put a notice in PUNN to let the campus know your added a new member to your team.

PLEASE ATTACH THIS CHECKLIST TO YOUR 90-DAY ORIENTATION REVIEW WHEN YOU TURN IT INTO HUMAN RESOURCES