

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

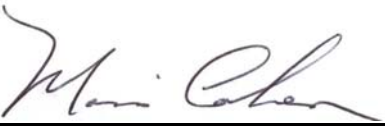
POLICY TITLE: COLLEGE ORIENTATION

Newly employed College personnel are provided orientation to assist them in performing job related activities. The orientation is in three parts consisting of TriHealth orientation, general College orientation, and job specific orientation.

- A. TriHealth orientation is a one day event conducted by the Human Resources department. This orientation introduces the new employee to the health system and the various policies, procedures, and responsibilities of TriHealth.
- B. College orientation is conducted over a 90 day period that coincides with the probationary employment period. This orientation introduces the new employee to the college and the various policies, procedures, and responsibilities related to the college. The employee's immediate supervisor is responsible for guiding the orientation as the employee is introduced to all the administrative personnel and services of the college. There is a checklist available to document the process.
- C. Job specific orientation is the responsibility of the immediate supervisor and varies in length depending on the position. Each division of the college (Academic, Enrollment Management, Student Services and Library) will establish their own respective requirements and documentation to assure the new employee is integrate effectively into the new position.

All documentation related to each individual's orientation when complete should be submitted to the President's Administrative Assistant for recordkeeping.

All forms related to orientation are available on the College Infonet.

Approved By:  Date: 6/15/10

Effective Date: 7/1/10

Review/Revision Dates: 5/03, 8/08, 06/2010

Responsible Committee: College Administration

COLLEGE ORIENTATION CHECKLIST

ORIENTATION CHECK LIST	CONTACT PERSON	DATE/ INITIALS
General Information (keys, phone, forms)	Dean/Department Chair/Director	
College Vision, Mission, Goals Shared Governance	President, Morris Cohen 862-3799	
Academic Rank, Academic Programs Faculty Senate Committee	Dean, Academic Affairs, Pat McMahon - 862-3726	
FERPA Enrollment Management Enrollment Management Committee	Dean, Enrollment Mgt/Registrar Jane Wyman - 862-2494	
Student Services/Alumni Student Services Committee	Dean, Student Services Mary Jo Kathman - 862-3572	
Library, Library Committee	Dean, Head Librarian Michael Douglas - 862-2434	
CAP Assessment & Plans Assessment Committee	Director of Institutional Assessment /Research & Planning Sherry Downing – 862-7761	
Student Success Program Counselor Learning Specialist	Department Chair Theresa Schumacher – 862-3729 Jill Nutter - 862-2737 Vacancy - 862-2276	
Media Resources	Media Coordinator Lori Pike - 862-2518	
Technology Resources	IT Administrator Larry Weber – 862-6965	
Financial Aid/Admissions	Director, Admiss. & Financial Aid Linda Hayes - 862-3571	
Job Description, Performance Appraisal	Dean/Department Chair/Director	