New Faculty Orientation Check List for the Donnelly Nursing Program

Faculty Employee Name _____Date Hired_____

_____ Before their first day of work consider sending your new employee a welcome note to their home

_____ Have a training plan prior to their arrival

_____ Inform your current employees that a new employee is joining the team

_____ Make sure their workspace is clean and is appropriately equipped

     (desktop is dusted, provide working pens, pencils, etc.)

_____ Introduce the new employee via email to the community.

_____ 1. Overview of Department

_____ 2. Faculty Badge/ID

_____ 3. Department keys/Codes

_____ 4. Parking Tag

_____ 5 Show them where the break room and restrooms are located and supplies, copier, printer

_____ 6. Campus tour

_____ 7. Paylocity payroll on-boarding

_____ 8. Check that Official Transcript & Resume are on file

_____ 9. Checkout Computer/laptop


Handbook Access & Review (with employee signature of understanding)

_____ Nursing Faculty Handbook

_____ Nursing Student Handbook

_____ Faculty Handbook

_____ Employee Handbook (email & link will be sent from HR)

_____ 10. Faculty Mentor Assignment

_____ 11. Student advising & curriculum review

_____ 12. Clinical Student review

_____ 13. Review of teaching assignment

Training on

_____ CANVAS   Learning Management System

_____ EMPOWER   Student Information System

_____ ExamSoft   Computer based exams

_____ Simulators

_____ ATI/Assessment Technologies Institute (NCLEX practice)

_____ ClinicalStudent   Manges clinical assignment details

_____ VitalSource   textbook source

_____ Use of Classroom Smart/White boards & Technology

_____ Copiers

_____ TEAMS   Microsoft web-based sharing

_____ PROCURIFY   purchasing software

_____ Donnelly Internal Phone system

_____ Paylocity payroll for Employees (for Supervisors   HR training)



Employee Signature _____date _____