



HRM Monthly Checkup for Units

NEW EMPLOYEE ORIENTATION

The following checklist is designed to help you maintain compliance with AgCenter requirements in the area of Orientation. All new employees are required to participate in orientation programs as described below. This checklist will serve as a useful reminder for employees who have been performing this function for some time. For employees who are relatively new to this function, it will help ensure that you were properly trained on and are maintaining all required procedures. Please take a few moments to complete the checklist and review the explanatory material included with it. You are not required to return HRM Monthly Checkup to this office. It is for self-audit purposes only.

BASIC REQUIREMENTS

All new employees are required to participate in orientation programs as described below. Each unit should designate someone to ensure new employees participate in orientation.

- Monthly Orientation Program - A Monthly Orientation for New Employees is usually held the second Tuesday of each month in Efferson Hall in Baton Rouge. The employee should attend the first monthly orientation that occurs after his/her employment begins. This orientation includes an overview of the AgCenter, human resource policies and procedures and key business activities, an introduction to information technology resources, and an opportunity to meet representatives of the HRM Office for assistance with employment forms and benefits program enrollment. For additional information contact Kathy Loyd (kloyd@agcenter.lsu.edu or 225/578-8229) or Sandra Schober (sschober@agcenter.lsu.edu or 225/578-4631).
- New Employee Orientation Checklist – AgCenter Policies and Procedures. The unit should ensure that List 1, AgCenter Policies and Procedures Checklist, is completed within the first 30 days of employment for all new employees. Checklists for academic, classified and nonclassified employees must be sent to the HRM office. Checklists for student, transient employees and graduate assistants are maintained in the unit's files.
- List 3 is the Unit Guidelines Checklist. This checklist covers unit guidelines for items such as purchasing, use of equipment, travel and supervision. The Unit Guidelines Checklist is not mandatory, but it, or something you develop in its place, is strongly recommended to ensure that new employees are properly orientated to the unit's internal guidelines.
- For Classified employees, the Performance Planning portion of the Performance Planning and Review form must be completed no later than 30 days following the employee's date of employment. This is regardless of whether the employee is on a restricted (temporary) appointment. Send a copy of the completed signature page to the AgCenter HRM Office and retain the original form in your file for later use in conducting the performance review. *Note:* Even if the new employee was already a state or AgCenter employee, you are required to complete a new planning session form. For additional information contact Betty Mandeville (bmmandeville@agcenter.lsu.edu or 225/578-4627) or Sharon Salzer (ssalzer@agcenter.lsu.edu or 225/578-4643).
- New Research Associates must be evaluated after six (6) months and a copy of the evaluation sent to the AgCenter HRM Office. For additional information contact Sharon Salzer (ssalzer@agcenter.lsu.edu or 225/578-4643) or Ann Coulon (acoulon@agcenter.lsu.edu or 225/578-6787).
- Specific Safety Issues and Violence-Free Workplace Policy. New employees must be trained on AG CENTER PS-15, Violence-Free Workplace, within the first three months of

employment. This should be completed by the unit head or an individual designated by the unit head. The training must cover the policy elements in PS-15, general provisions of the AgCenter Violence-Free Workplace Plan, information on the unit's Violence-Free Workplace team (i.e., who such matters should be reported to), and guidelines for handling a violent or potentially-violent individual. A record of this training must be maintained in the unit's safety files. For additional information contact Ann Coulon (acoulon@agcenter.lsu.edu or 225/578/6787) or Sharon Salzer (ssalzer@agcenter.lsu.edu or 225/578-4643). Other safety training, such as training blood borne pathogens, may be required under the overall AgCenter Safety Program.

RECORD-KEEPING

- Submit completed New Employee Orientation Checklist – AgCenter Policies and Procedures to the HRM Office within 30 days of employment for academic, classified, and nonclassified employees.
- Maintain New Employee Orientation Checklist in unit files for student and transient employees and graduate assistants.
- Maintain classified PPR planning document for use at review session.

LINKS - Forms and Policies:

-  New Employee Monthly Orientation Schedule & Registration – www.lsuagcenter.net/hrm/Documents/Register.pdf
-  New Employee Orientation Checklist – AgCenter Policies and Procedures – www.lsuagcenter.net/hrm/Documents/orientation%20checklist.pdf
-  Classified Performance Planning and Review -
 - Performance Appraisal – Extension Parish Clerical Support - [Word](#) or [PDF](#)
 - Performance Appraisal - Nutrition Educator - [Word](#) or [PDF](#)
 - Performance Appraisal-CS General - [Word](#) or [PDF](#)
-  Research Associate Evaluation - www.lsuagcenter.net/hrm/Documents/PerEval%20Associate%20-%20postdoc%2003-05.doc
-  AgCenter PS 15 – Violence Free Workplace - www.lsuagcenter.com/MCMS/RelatedFiles/{C8671BAA-48C8-4C08-AB4C-B07E3665301D}/ps15.pdf

MOST COMMON MISTAKES

-  Not having the employee sign the orientation checklist.
-  Not completing the orientation checklist for the new employee within 30 days of employment.
-  Not completing the orientation checklist for student and transient employees and graduate assistants.
-  Not sending employees to monthly orientation.
-  Not completing a planning session for a classified employee within 30 days of hire and a review session within 6 months of hire as required by Civil Service Rules for the PPR system.
-  Assuming that Civil Service temporary appointments, especially restricted appointments, don't require planning and review sessions and/or don't count toward timeframes for those sessions.