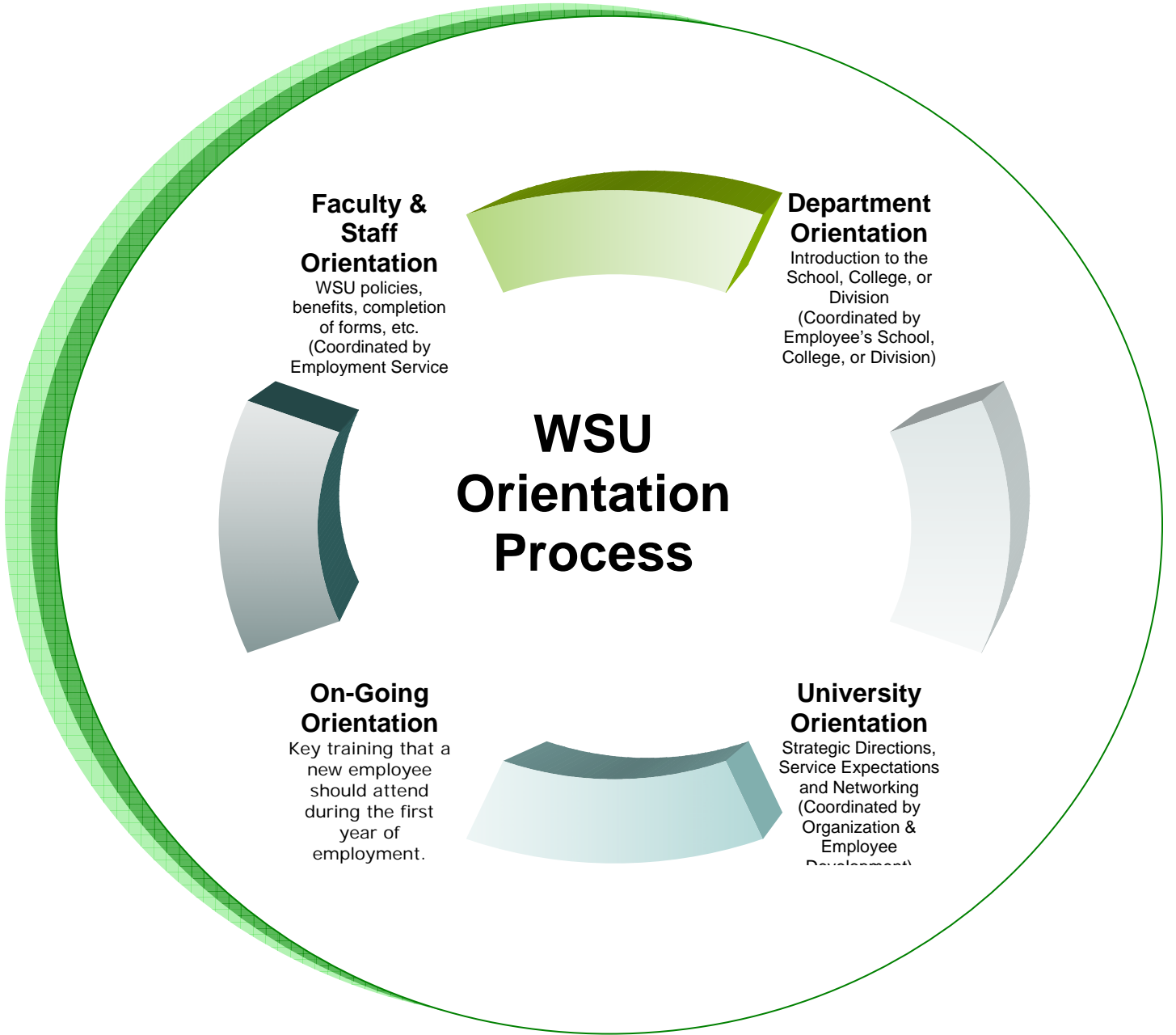


Employee Orientation Manual

Human Resources Division

(Element II of WSU Orientation Process)

**Camille Carravallah, Temporary
Professional Technician**



Employee Orientation Manual

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Welcome New Warrior!

Why are you reading this?

Welcome to Wayne State University. The purpose of this employee orientation manual is to “fill in” the gaps in your university employee orientation experience. This manual is intended to give you the key division/unit specific information you will need to succeed at WSU.

By division/unit specific, we address topics such as

- ✓ How to use voice mail
- ✓ When to go to lunch
- ✓ What to wear to work
- ✓ Service expectations
- ✓ Communication
- ✓ Organizational structure

Plus much, much more.

Our goal is to

- ✓ Answer common questions of new employees, transferred and/or promoted employees
- ✓ Get you started by having available needed office supplies and e-mail account numbers
- ✓ Reduce your anxiety
- ✓ Make you feel welcome
- ✓ Promote a positive attitude
- ✓ Give you information on your division/unit and your job expectations as well as office-specific policies, if they apply
- ✓ Acquaint you with this division/unit and its vision and goals
- ✓ Present information on division policies and procedures
- ✓ Show you how to get around campus
- ✓ Tell you about available opportunities on campus and within the division

As you will see, we put the wheels of your employee orientation in motion before you began in your new role. And we want to ensure a smooth and successful transition for you.

This manual is not intended to include everything you need to know. Please feel free to ask your supervisor or colleagues for more information.

Best Wishes.



The Mission

As an urban research university, our mission is to discover, examine, transmit and apply knowledge that contributes to the positive development and well-being of individuals, organizations and society.

Wayne State University is a national research institution dedicated to preparing students to excel in an increasingly advanced and interconnected global society.

Strategic Vision

We believe that Wayne State University has and will continue to develop the human and intellectual capital to become the model, urban, public research university for the 21st century.

There are four core principles that support our vision, provide us with a common sense of purpose, shape our future and keep us focused on our unique attributes

- ✓ Our urban mission
 - ✓ Our global presence
 - ✓ Our use of innovative technologies
 - ✓ Our commitment to diversity
-
-



Strategic Plan

To achieve this vision, the university established a Strategic Action Plan for 2006 – 2011 that focuses on five strategic directions to focus university efforts, energies and resources:

1. Promote an exceptional learning experience
2. Improve Wayne State University's stature as a premier research university
3. Enhance the quality of campus life by nurturing a strong & dynamic community
4. Promote university engagement in an urban environment
5. Diversify financial resources to support the university's spending priorities

Wayne State University Brand



www.wayne.edu



Human Resources Division

The university strategic plan guided the Human Resources Division in undertaking our own strategic planning process. The following mission, vision, values and models were developed in support of and guided by the university's strategic plan

Our Mission...

To provide programs and services to Wayne State University Schools/Colleges/Divisions which...

- Address short and long term Human Resources requirements
 - Provide innovative solutions that enhance individual and organizational capability
 - Support leaders and employees in developing a culture of exceptional customer service and continuous learning
 - Contribute to employees feeling stimulated, respected, challenged, treated fairly and valued
-
-

Human Resources Division

Our Vision for the Future...

We share a passion for exceeding customer expectations and achieving business results through administrative expertise and world-class Human Resources and business competencies, innovation, continuous learning and employee and organizational empowerment...

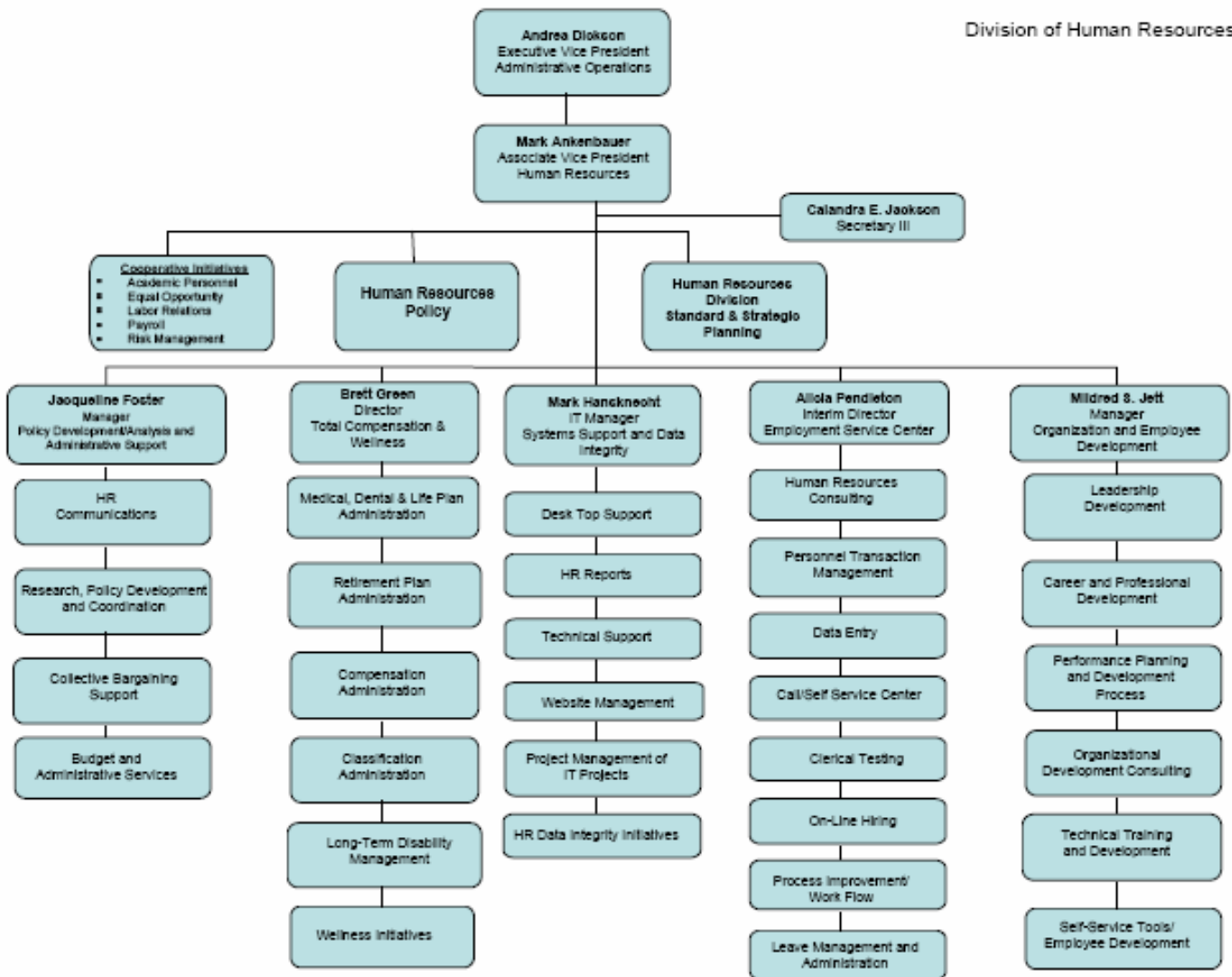
We are respected as a valued partner and a strategic resource.

Our Values...

- Responsiveness
 - Quality
 - Innovative Approaches
 - Integrity
 - Commitment to Diversity
 - Customer Delight
-
-



Division of Human Resources



Revised June 18, 2007



DIVISION OF HUMAN RESOURCES DEPARTMENTS, PROGRAMS AND SERVICES

OFFICE OF THE ASSOCIATE VICE PRESIDENT

7-2017

Mark Ankenbaur, Associate Vice President

Non-Academic/Academic Personnel Relations

Coordinate the communications between HR, Academic Personnel, Labor Relations and the General Counsel offices for policy changes regarding non-academic and academic personnel processes and procedures.

Human Resources Division Standards & Strategic Planning

Develop and implement the performance criteria and measurements for the Human Resources Division personnel and business functions. Lead the implementation strategy for the mission, vision, goals and objectives to achieve measurable outcomes for the Division.

- Balanced Scorecard-Divisional Performance Management
- Divisional Strategic Plan (including University Strategic Mission and Values)
- Core Competency
- Human Resources Personnel Performance Management
- Organizational Change

Human Resources Communications Standards

Develop and implement the strategy, including standards, for the overall Human Resources Communication Plan. Facilitate the communication of Human Resource issues to internal and external audiences.

- Divisional Communication (Internal)
- Divisional Website
- External Communication Plan (Includes Personnel Forum, Administrative Conference, Business Managers Forum, Academic Senate, Board of Governors, President's Cabinet, etc.)
- University Communication Plan (Includes university-wide communications and public relations)



Systems Support and Data Integrity

7-2362

Mark Hansknecht, IT Manager II

Provide support on information systems, management of data for reporting, and policy development for the Human Resources Division. Provide LAN support and systems installation and maintenance for the Human Resources Division.

- Software Development and Installation
- Data Access and Reporting
- Systems Requirements, Designs and Planning
- Banner Security Access
- Select, Purchase, Install, and Maintain Computer Software and Hardware
- HR Network and LAN Administration
- HRIS and Banner Coordination

Policy Development & Administrative Support

7- 6519

Jacqueline Foster, Manager

Provide shared support for the Associate Vice President and Human Resources Division.

- HR Division Budget
- University Employee Assistance Program
- University Employee Recognition Programs
- Manage the Personnel Forums
- Support the Division's Programs and Projects
- Campus Pipeline Employee Tab

HR Policy Implementation Coordination

Coordinate the implementation and dissemination of Human Resource policies. Review policy standards to be consistent with Administrative Policies and Procedural Manual, University Policy and Board of Governors Statutes.

HR Communications

Coordinate written communications, policy distribution and dissemination. Assist with policy implementation as necessary.

Collective Bargaining Support

Coordinate proposal recommendations and data collection from the Human Resources Division to Labor Relations and Academic Personnel for collective bargaining.



TOTAL COMPENSATION AND WELLNESS

7-3717

Brett Green, Director**Medical, Dental and Life Plan Administration**

Coordinate carrier relations, rate calculations, benefit changes, table changes and communication.

- Benefit Plan Administration
- Banner Tables Maintenance
- Payment and Reconciliation of Premiums
- Rate negotiations
- Self-Funded Plan Accounting
- Death Benefit Payments
- Long Term Disability Plans
- Retirement Plan Administration (Federal and State Law Compliance)
- Retiree Benefit and Relations
- Survivor Relations
- CORBA
- HIPPA

Compensation Plan Administration

Coordinate base and variable compensation, equity adjustments, salary change process and procedures, deferred compensation and mass salary.

- Total Compensation Philosophy
- Salary Surveys And Market Studies
- Salary Administration Proposals And Guidelines
- Special Pay (i.e., Base Salary And Bonus Exception Requests)
- Compensation Strategy (i.e. Pay Grades, Structure And Ranges)
- Alternative Reward Systems (i.e. Bonus)
- Mass Salary System (New)
- Deferred Compensation Plan
- Tuition Assistance Administration

Classification Administration

Coordinate job audits, surveys and analysis.

- Salary Surveys and Market Studies
 - Job Descriptions and Posting Checklists (Non-Academic)
 - Job Evaluation and Job Evaluation Committee Facilitation
 - Job Evaluation and Reclassification Appeal Procedure
 - Job Documentation Instruments
 - Unit Reorganization Strategies, Classification Development and Organizational Design Planning
 - Temporary and Permanent Reclassifications
 - Cyclical Classification Studies and Reviews
 - Position Action Request (PAR) Review and Approval
-
-



EMPLOYMENT SERVICE CENTER**7-2010****Alicia Pendleton, (Interim) Director****Data Entry**

Lead the utilization of SCT Banner to create a technological system for the maintenance of personnel records.

Personnel Transaction Management

Audit personnel record processing and monitor unit employment transactions.

Human Resource Consulting

Provide consulting for University customers on general human resource services.

- Generalist Duties
- New Employee Induction and Orientation
- Recruitment, Screening and Selection
- I-9 Support
- Unemployment Compensation Administration
- Labor/Non-Rep Agreement and Policy Administration
- Performance Planning, Appraisal and Development
- Exit Interviews

Call/Self-Service Center

Develop and implement a one-stop service center for general human resource information.

On-Line Hiring & Clerical Testing

Applicant pool development and maintenance. On-Line Hiring System Security and coordination with HRMS. Clerical testing administration.

- Training and Support for Applicants, Support Staff and Managers
- Statistical Reporting
- Clerical Testing
- Disparate Impact Reporting
- Validation Studies

Process Improvement/Work Flow

Coordinate the continuous monitoring and auditing of Human Resource processes and work flow for the HR Division. Recommend process improvements when necessary.

Leave Management & Administration

Coordinate disability plan administration (includes long and short term disability leave), FMLA ADA, unpaid leave and illness leave, etc.



ORGANIZATION & EMPLOYEE DEVELOPMENT**7-2111****Millie Jett, Manager****Leadership Development**

Executive, manager and supervisor development programs.

- Leadership Development Process
- Teamwork and Team Development
- Competency Development

Career and Professional Development

Basic skills, professional development, employee education and training. Serve as a referral services for specialized training and certification programs. Manage non-credit tuition and WSU employee orientation process.

- Course Design, Development and Administration
- Course Evaluation and Performance Measurement
- WSU Orientation Process
- Office Professionals Training and Development

Performance Planning & Development

Support participants in the Performance Planning & Development process via coaching, training, and communications.

Organizational Development Consulting

Design, develop, implement and support the University's organizational changes and recommend strategies to assist with change management.

Technical Training & Development

- Enterprise Applications Training
- Applications Maintenance Training

Self-Service Tools/Employee Development

General Expectations

Respond promptly to all inquiries

- ✓ Open and respond promptly to e-mail, FAX and voicemail messages
- ✓ Respond promptly to clients and your supervisor
- ✓ Be proactive by showing your initiative
- ✓ Look for ways to improve office configuration, procedures and policies
- ✓ Sign out at the front counter each time you will be out of the office for an extended period of time so others will know how to find you

Know your priorities

- ✓ Look for clarification on priorities if handling multiple projects
- ✓ Learn about areas beyond your responsibilities/priorities

Put your customers first

- ✓ Treat customers as you wish to be treated
- ✓ Keep customers informed, particularly before a deadline will be missed
- ✓ Communicate problems promptly with everyone involved on a project
- ✓ Look for opportunities to help customers before you are asked

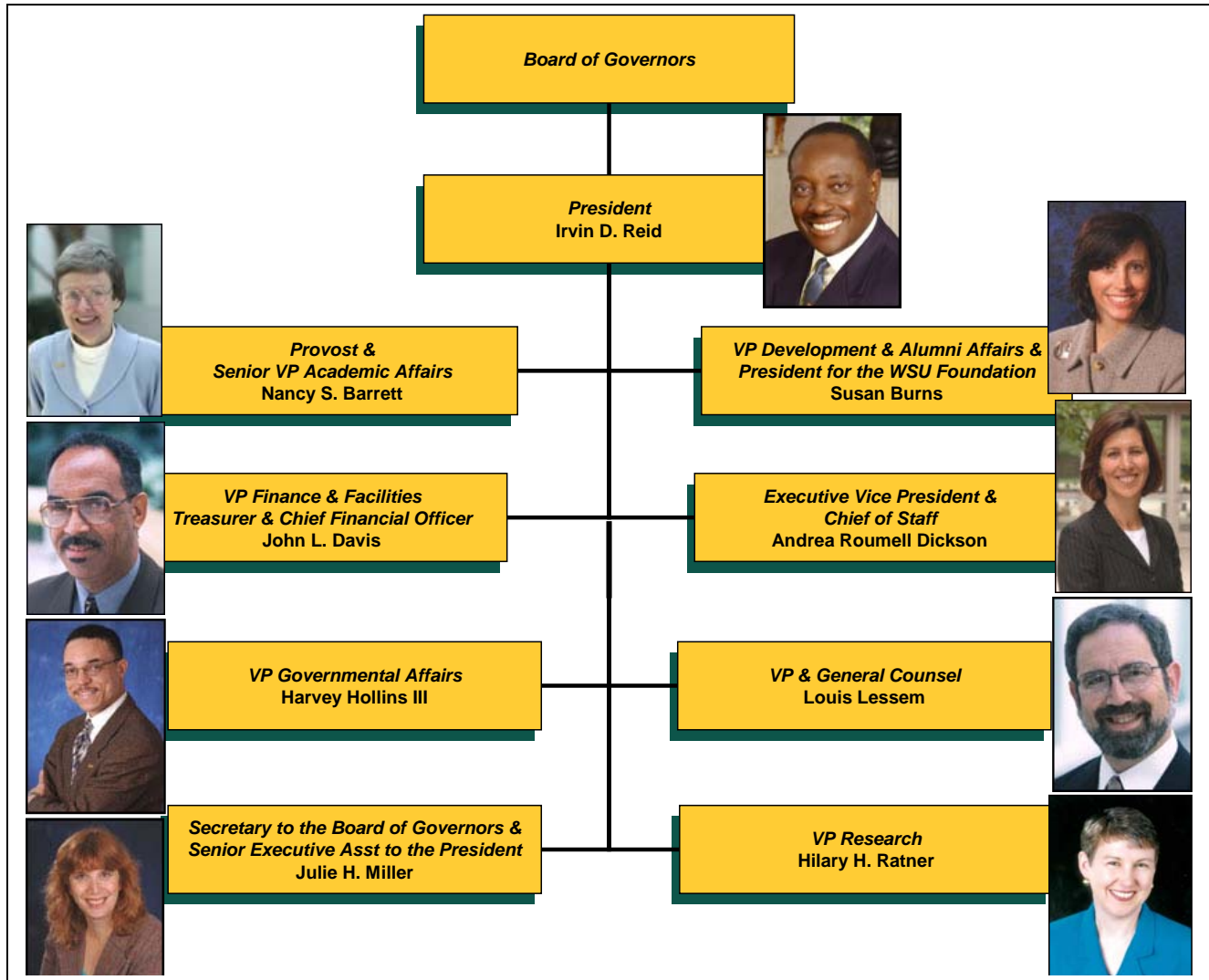
Be a model employee

- ✓ Start work on time, every day
 - ✓ Keep personal calls and visits to a minimum
 - ✓ Keep your office and common work areas clean and organized
 - ✓ Organize your desk and files
 - ✓ Communicate, communicate, communicate
 - ✓ Look for clarification on systems, process and procedures
 - ✓ Look for ways to help you colleagues and customers
 - ✓ Be courteous, professional and attentive.
-
-

Appendix

Who's Who at WSU

President's Cabinet Members and Deans



Deans

Business Administration (School of)
 Education (College of)
 Engineering (College of)
 Fine, Performing & Communication
 Arts (College of)
 Graduate School
 Law School
 Liberal Arts & Sciences (College of)
 Medicine (School of)
 Nursing (College of)
 Pharmacy & Health Sciences
 (Eugene Applebaum College of)
 Social Work (School of)
 University Libraries & Library &
 Information Science Program

Interim Dean David L. Williams
 Dean Paula Wood
 Dean Ralph H. Kummler

Dean Sharon L. Vasquez
 Interim Dean Steven O. Salley
 Dean Frank H. Wu
 Dean Robert L. Thomas
 Dean Robert M. Mentzer, Jr.
 Dean Barbara Redman

Dean Beverly J. Schmoll
 Dean Phyllis I. Vroom

Dean Sandra G. Yee

A² (Acronyms and Abbreviations)

(This is just a start. Please add to the list as you find out more)

A/AB	Academic Administration Building
APPM	Administrative Policy & Procedures Manual
C&IT	Computing & Information Technology
CFPCA	College of Fine, Performing & Communication Arts
CLAS	College of Liberal Arts and Sciences
COE	College of Education
COR	Change Order Request: This is a form to change an existing Purchase Order
F/AB	Faculty/Administration Building
FMS	Financial Management System: WSU finance administrative system in Banner)
FP&M	Facilities Planning & Management
GIRF	General Improvement Request Form: form for physical improvement to the university, including individual offices
HRMS	Human Resources Management System: WSU administrative system storing personnel data in Banner
IRB	Internal Requisition Billing: Form to transfer funds from one WSU account to another account
PO	Purchase Order: Form that guarantees the university will pay for goods and services
PR	Purchase Requisition: form to purchase services outside WSU
RAPP	Receiving, Assets, Purchasing, Payables: WSU administrative system for purchasing in the Banner Financial Management System
SPA	Special Payment Authorization: Form for special vendor payments. Also used as the acronym for Sponsored Program Administration
SOM	School of Medicine
TEAR	Travel Expense Report: Form to report actual trip expenses
TSR	Telephone Service Request: Form to request telephone services

Orientation Agenda Checklist

(To be completed by Supervisor or Designee on First Day of Work)

Workspace

- Give employee office and own door keys and building access (if appropriate)
- Explain how to complete Time Exception Form (Millie)
- Note and discuss needed supplies (Millie and Sarah)

Tour and Introduction

- Give employee office and division tour; introduce staff
- Identify key areas such as restroom and employee dining locations
- Explain and encourage office safety

Basic Information

- Discuss expectations, responsibilities, performance standards, attendance and attire policies, include committees and special projects, if appropriate
- Share manuals for routine information
- Demonstrate how to use office equipment (Millie and Sarah)
- Show employee how to order supplies (Kim Harris)
- Discuss work hours/overtime/comp time policies and holidays, inclement weather days, sick leave, funeral leave, military leave, jury duty and discuss employee probation

<p>Key University Policies</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sexual Harassment Policy <input type="checkbox"/> No Smoking Policy <input type="checkbox"/> Violence in the Workplace Policy <input type="checkbox"/> Confidentiality Policy <input type="checkbox"/> FMLA <input type="checkbox"/> ADA 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm Receipt of Non-Rep Manual <input type="checkbox"/> Confirm Receipt of HR Employee Handbook
---	--

Double Check WSU Employee Orientation

- Make sure employee is registered for university orientation
- Make sure employee has completed these forms:
Health insurance, life insurance, retirement plan, I-9: Employment Eligibility Verification, One Card, Parking Forms, Direct Deposit/Payroll Deductions

Arrange for Employee to Meet with Key Departments (See Appendix)

Key Technologies

- Banner
- WSU Pipeline and Zommerang
- Training Schedule and Training Plan
- E-Services

WAYNE STATE UNIVERSITY

Department Orientation Agenda

**Camille Carravallah
Temporary Professional Technician
Human Resources Division**

**Organization and Employee Development
ORIENTATION PLAN
December 13, 2006 (First Day of Work)
Element I, 8:30 – 12:00PM, N/A
Element II Starts December 13, 2006, 8:30 AM**

Welcome to Wayne State University!

Your orientation will start with your department orientation (Orientation Element II). You will be meeting School/College/Division and other University managers with whom you will interact with to accomplish your goals and expectations as a Human Resources temporary Professional Technician in the Organization and Employee Development Department.

Your orientation is designed to help you acclimate to your job faster and to achieve the goals and performance expectations for your position. This process is intended for your **first six weeks** in the Human Resources Division; however, it may change depending upon circumstances. You and Scott Casey (your immediate supervisor) will meet formally to discuss expectations and your progress as needed.

Your next scheduled meeting date and time is: **December 20, 2006, 3 - 4pm.**

Orientation to the Department

Millie Sunday Jett, Manager, Organization and Employee Development

- Introductions – Staff, Student Employees and Logistics
 - Scott Casey, Employee Development Specialist/Enterprise Applications Lead
 - Jeffery Cheetam, Employee Development Specialist/OED Web/Self Service Performance Support
 - Elizabeth Rager, Employee Development Specialist/Supervisor Development
 - Les Nolan, Employee Development Specialist/Leadership & Management Development (directors and above)
 - Rosalyn Dobbs, Program Specialist/Administrative Support & Clerical Training & Development

- Lynita Swartout, Temporary Professional Technician (EPAF ISD Lead)
- Sarah Sickman, Technician
- Tools and Equipment – Computer, Workstation, Telephones, Voicemail, etc.
- Your Office Location: Room 1701 A/AB
- Your Telephone Number: (313) 577-0619
- Main Department Telephone Number: (313) 577-2111
- First Pay Date: TBD---See Roz
- University – How we are organized, key leaders, Board of Governors, etc.
- Organization Charts and Employee Information - Divisional/Phone List
- Performance Planning and Development Process – Work performance expectations and guidelines.
- OED Department – Location, 1701 AAB, work hours, customers, work attire, policy, maintenance, etc.
- Work Assignments and Documentation
- Confidentiality and Ethics Policy and Standards
- Important timetables - Due Dates, Deadlines and Protocol for Extensions
- Department Business Processes
- Personal Project List and Reporting

This document is not all inclusive, but is meant to be a starting point for you in developing an understanding of Wayne State University's OED Department and its projects and processes.

Employee and Organizational Development – Millie Sunday Jett, Manager

- Training and Professional Development Programs
 - Executive Leadership Development Program
 - Managers and Supervisory Training Program
 - Core Supervisor Development Program
 - Performance Planning and Development Process
 - HR Help System
 - EPAF Training
 - Cognos Training
 - Career Development
 - Progression and Succession Planning
 - Customized training programs (as requested)
 - Office Professionals Development
 - Office Professionals Day
 - Supervisory Lunch 'n Learn
 - Office Assembly Lunch 'n Learn
 - HR Community Learning Series (Lunch'N'Learn)
- Embrace Banner Document/Plan
- Training Plan
- Training Needs Assessments
- Program Evaluations (Level I, II, III, IV, V)
- Employee Orientation Process (Element I, II, III, IV)
- Non-Credit Tuition Assistance Program
- Customer Relationship Process (CRP)
- University Activities Committee

Systems Support and Data Integrity – Mark Hansknect, Manager

- ❑ New Employee Access and Security
- ❑ Technology, equipment, software, passwords and training, etc.
- ❑ Standard Reports and Reporting Procedures
- ❑ Human Resources Management Systems (HRMS) Reports, Transactions and Custodial Team

Administrative Services-Jacque Foster, Manager

- ❑ HR Division Budget Management and Process
- ❑ HR Division Customer Service Pilot
- ❑ Mail, telephone use and standards, supplies, etc.
- ❑ Division Telephone Tree and Telephone List
- ❑ Student Assistant Philosophy/Orientation
- ❑ Divisional Meetings
- ❑ Employee Recognition Program
- ❑ Employee Assistance Program (EAP)
- ❑ Administrative Resource Team (ART)

Employment Service Center-Alicia Pendleton, Interim Director

- ❑ Customer Relationship Process (CRP)
- ❑ Recruitment calendar and process
 - Employee Orientation Program (Element One)
 - Exam Schedules (Testing and Validation Process)
- ❑ Applicant Tracking / Non-Academic and Academic Hiring
 - Applicant Flow Data, contacting applicants and selected candidates
 - Employment forms and letters
 - Online Hiring Process (Job postings)
- ❑ Human Resource Consultants / Roles and Responsibilities
- ❑ Human Resource Representatives/Roles and Responsibilities
- ❑ Performance Planning and Development Process
- ❑ Employee Leave Types-FMLA, Maternity Leave, ADA Accommodation, etc.
- ❑ Personnel Records, Transactions, Processing and Audit
 - HRMS Banner-Personnel Records Management
- ❑ Employee Relations
 - Collective Bargaining Agreements-Administration and Support

Total Compensation and Wellness – Brett Green, Director

- ❑ Classification and Compensation
- ❑ Benefits Plan Administration (Medical, Dental and Life)
- ❑ Job Specifications and Surveys
- ❑ Position Reallocation
- ❑ Mass Salary
- ❑ Retirement Program

AVP Human Resources, Mark Ankenbaur

- ❑ New Initiatives and Directions for the Division
- ❑ HR Competencies
- ❑ HR Balanced Scorecard
- ❑ HR Games Night

Labor Relations – Al Rainey, Jr., Director (General Counsel Division)

- ❑ Overview of Unions
- ❑ Collective Bargaining Agreement Interpretation
- ❑ Labor Leaders

Professional Development Division, Terry Margolis, Associate Director

- ❑ Executive Education
- ❑ Programs and Events
- ❑ Change Management
- ❑ Organizational Development

New Horizons – Joy and Jason Childs

- ❑ Non Credit Tuition Assistance
- ❑ Onsite Training Process
- ❑ WSU Pipeline Registration

Student Development and Campus Life, Name, Associate Provost

- ❑ Dean of Students-David Strauss
- ❑ Student Judiciary-Rick Ernest
- ❑ SDCL Structure and Reporting Lines
- ❑ Education and Accessibility Services (EAS)

Equal Opportunity, – Jeannie Jackson, Interim Director

- ❑ Affirmative Action Plan
- ❑ Affirmative Action Status Report to the Board of Governors
- ❑ Discrimination and Harassment Policy and Training
- ❑ Liaison to Michigan Department of Civil Rights, Equal Employment Opportunity Commission, Office for Civil Rights, Office for Federal Contracts Compliance and Programs, Human Rights-City of Detroit
- ❑ Title IX Gender Equity
- ❑ ADA Compliance Reviews

School and College Orientation (This is not all the Schools/Colleges/Divisions)

- ❑ School of Medicine – *Zirka Clark*
 - Banner EPAF Pilot
 - Medical School Karmanos Relationship as well as other centers
 - Medical School and DMC Relationship
 - Medical School Faculty Composition
- ❑ School of Business Administration -- *Lakshmi Sabapathy*
- ❑ College of Education – *Shirley Walkowski*
- ❑ College of Engineering – *Gary Zaddach*
- ❑ Fine, Performing & Communication Arts -- *Joan Ferguson*
- ❑ College of Liberal Arts and Sciences – *Joe Kieleszewski*
- ❑ School of Nursing – *Kimberly Rize*
- ❑ Metropolitan Prog & Summer Sessions – *Arthurine Turner*
- ❑ Research – *Debra Payne-Walz*
- ❑ University Libraries – *Sharon Phillips*
- ❑ Fiscal Operations – *Donna Wells*

Professional Development Plan (Pending results of a series of competency questions)

1. Employee Orientation (Element I, II, III, IV)
2. Project Management (New Horizons, on site, Monday, October 31, 2005)
3. Banner Training (Navigation, RAPP I, RAPP II, Pro-Card)
4. Outlook (if necessary)
5. Microsoft FrontPage (if necessary)
6. Adobe Acrobat (if necessary)
7. MS Project (Monday, October 31, 2005)
8. MS Visio
9. MS Publisher
10. Career Development
11. Succession and Progression Planning
12. Customer Relationship Process
13. Performance Planning and Development Process
14. Embrace Banner
15. American Society for Training and Development (ASTD)
16. MI-CUPA
17. ISPI
18. Detroit Association for Psychological Type (D.APT)
19. Adult Learning Principles
20. Instructional Design Models (ADDIE, aligning people, processes, technology, policy, Knowledge, Skills, etc.)
21. Total Quality Management
22. Required and Suggested Reading List (The Agenda, Leading Strategic Change, Telling Ain't Training, etc)

Special Projects and Committees/Teams

- ❑ Telephone Training – Fine and Performing Arts (see emails)
- ❑ Office Professionals Day Conference (April 2006)
- ❑ Office Professionals Assembly (First Thursday of Each Month)
- ❑ Creation of Comprehensive Training Calendar (Based on Training Plan)
- ❑ Maintenance Of Training Labs and Training Room (3700 A/AB)
- ❑ Order Equipment for Training Lab 1 (Serve on planning team)
- ❑ Create Curriculum for the Business Academy Program for Office Professionals
- ❑ Coordinate Programs Not Assigned to an Employee Development Specialist (For example, HR Learning Series)
- ❑ Non-Credit Tuition Assistance Program (also serve on team to automate the process)
- ❑ Serve on Division's Management Information Report

Resources and References

- ❑ Program Coordination – Elizabeth Rager – Employee Development Specialist, OED
- ❑ Human Resources Protocol and Procedures – Jacque Foster Manager, AVP Office
- ❑ Telephones, supplies, etc. – Millie
- ❑ Administrative Policy & Procedure Manual (APPM)
- ❑ WSU Pipeline
- ❑ WSU Faculty and Staff Directory

Manager's contact information:

- ❑ Home: (313)533-7399
- ❑ Direct Line – (313) 577-6517
- ❑ Cell Phone – (313) 657-0625
- ❑ Email – ac8388@wayne.edu

QUESTIONS: What questions do we need to answer for you?

Have a great first day at work!

Orientation Evaluation

1. What is your overall evaluation of the orientation? (Circle one)

- Excellent
- Very Good
- Good
- Less than Average
- Needs Improvement

2. Which aspects of your orientation were presented clearly?

3. What were the most useful topics of your orientation?

4. What changes should we make in the department orientation?
