

## New Employee Orientation Checklist

Please utilize this sheet to track the sessions you have completed. Once you have completed all sessions listed below, please send or email a copy of the checklist to the COS (J-110) or [cos@delta.edu](mailto:cos@delta.edu). Thank you.

**New Employee's Name:** \_\_\_\_\_

| Module                                                                                                 | Date Completed | One Thing I Learned in this Session is... |
|--------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------|
| "Be in the Know" at Delta College<br><small>(must attend at least one of the offered sessions)</small> |                |                                           |
| BEDI (Belonging, Equity, Diversity & Inclusion at Delta College)                                       |                |                                           |
| Benefits and Human Resources Dept. Overview                                                            |                |                                           |
| Breakfast with the President                                                                           |                |                                           |
| Campus Security Authority Reporting                                                                    |                |                                           |
| Customer Service                                                                                       |                |                                           |
| Delta College Policies and Procedures & Shared Governance                                              |                |                                           |
| FERPA                                                                                                  |                |                                           |
| Green Pioneer Campus Tour                                                                              |                |                                           |
| LLIC                                                                                                   |                |                                           |
| Performance Management                                                                                 |                |                                           |
| Professional Development at Delta College                                                              |                |                                           |
| Protected Class                                                                                        |                |                                           |
| Sexual Misconduct                                                                                      |                |                                           |
| Strategic Planning and College Budgeting                                                               |                |                                           |
| Student Success                                                                                        |                |                                           |
| Technology Training                                                                                    |                |                                           |
| We Make an Impact at Delta College                                                                     |                |                                           |