



Employee Onboarding Guide

Welcome to your new position at St. Petersburg College! The following guide is designed to help you work with your supervisor and team through your first few months while you adjust to your new position and familiarize yourself with SPC. It is by no means exhaustive, as every position has its own individual ins and outs, but the goals are to help you:

- feel welcomed and settled in to your new position and work environment;
- understand your job description, duties, and functions;
- build knowledge of internal processes and performance expectations;
- continue to develop, learn about the organization, and build relationships; and
- fully acclimate to your job responsibilities and SPC culture

Contents

FIRST DAY	2
FIRST WEEK	4
FIRST MONTH	5
FIRST THREE MONTHS	5
SIX MONTHS	6
SIX MONTHS TO ONE YEAR	6
MANDATORY TRAINING GUIDE (ALL EMPLOYEES)	7
MANDATORY TRAINING GUIDE (BUDGETED EMPLOYEES)	8
MANDATORY TRAINING GUIDE (JOB SPECIFIC)	9
RECOMMENDED TRAINING GUIDE	10





FIRST DAY

- Attend New Employee Welcome **OR** Register for New Employee Welcome [here](#)
- Meet with your supervisor
 - Review job description, outline of duties, and expectations
 - Discuss work hours, policies and procedures for overtime, use of vacation and sick time (who to contact if you are going to be out), holidays, breaks, lunch, etc.
 - Take campus tour and meet and greet department co-workers and other departments on your campus
- Take Employee ID picture and obtain badge
 - Request Key Badge Access Request if needed for your building/campus.
 - You can find the form [here](#).
 - Email the completed form to AccessControl@spcollege.edu
- Technology Access
 - Technology Support Specialist will review email address/access, printers, Technology Help Desk, setting up voicemail, calendar, etc
 - Contact Technical Support to obtain your temporary password – 727-791-2795
 - Once you obtain a temporary password, go to www.spcollege.edu
 - Go to TITANS LOGIN
 - Log on using the temporary password and go through the steps to reset a password
 - Use your new password to sign in – You will be asked to set up your secondary method of authentication the first time you sign in
 - Set up Outlook Email and Calendar, share with supervisor and/or department
 - Familiarize yourself with Microsoft Teams. See video introduction to Teams [here](#).
 - Set up Voicemail on office phone or Teams
 - Request equipment if not already requested. Everyone receives a camera and the choice of 1 of 5 options. See Microsoft Teams Device Selection Form [here](#).
- My SPC
 - Self Service:
 - Review personal information, including emergency contact
 - Review W-4, W-2 consent
 - Emergency Cell/Text Options
 - Leave Request/Time Entry
 - Learn how to enter time, request leave
 - Locate how to track accrued vacation, sick leave, etc
- Parking Decal
 - Parking is free on all SPC campuses, but you may choose to order a parking decal to park in a staff designated area. You can order a decal [here](#).

FIRST DAY TIPS

Dress the Part
Be Positive
Show Interest
Listen and Observe
Take Notes
Remember Names
Demonstrate Your Knowledge



FIRST WEEK

- Review the probationary process period and evaluation dates with Supervisor (Career Service Employees only)
- Continue to familiarize yourself with the HR Hub and MySPC
- Begin Required Trainings on MyCourses and Cornerstone
 - CETL 007 Mental Health Awareness (Faculty only)
 - Accessibility Services Training for Faculty and Staff
 - SPC Emergency Plan and ICS Overview for Faculty and Staff
 - Cornerstone: Your supervisor may or may not assign you trainings on Cornerstone
- Review and begin Mandatory Trainings; Review Recommended Trainings
 - See Mandatory Training Guide on page 7
 - See Recommended Training Guide on page 9
- Regularly check in with Supervisor, ask questions, clarify areas of uncertainty
- Meet with mentor (if assigned) or job shadow co-workers, ask questions, clarify areas of uncertainty, continue to meet others on campus
- Keep Outlook Calendar updated with meetings and events
- Login at Titans login and review the resources and documents on the HR Hub
 - Titan Hub > Staff Resources > HR Hub
 - See [Benefits Guide](#)
 - Visit [Employee Labor Relation and Compliance](#)
- Check out SPC Faculty and Staff News at [Titan News](#)
- Understand campus mail service and where to retrieve your mail

MORE TIPS

Be a Sponge!
Ask Questions!
Absorb Information!
Offer to Help!
Introduce Yourself!



FIRST MONTH

- Attend New Employee Welcome (if not done on first day)
- Attend scheduled meetings with Supervisor, Departments, and Schoolwide Programs as assigned or recommended. Continue to read *Titan News*
- Have one-on-one with Supervisor to review job duties and provide and receive feedback on progress, discuss how your position fits into the organization, and outline and discuss goals for the next month
- Continue and Complete Required Trainings; Begin Recommended trainings as needed or assigned.
- Continue to learn about job specific office procedures, guidelines for obtaining office supplies, purchasing and travel reimbursement (TAR), P-Card procedures, etc.
- Review and discuss Performance Management Process with Supervisor (Career Services and A&P only) or Faculty180 Portfolio (Faculty only)
 - Watch the How To Video [here](#).
 - For faculty, See Faculty180 [here](#)
- Benefits
 - Enroll in Benefits at <MySPC>, <Self Service>, <Benefits>
 - Review FRS Guide, Contact MyFRS Financial Guidance Line toll-free at 1-866-446-9377

FIRST THREE MONTHS

By this time, you should be becoming fully aware of your role and responsibilities, how your position fits within the organization, be able to work independently and produce meaningful work. You should feel acclimated to the SPC culture and be able to function efficiently and effectively in your position.

- Meet with Supervisor for an informal 90-day check-in to discuss Performance Management or Faculty180 Portfolio
- Begin thinking about your SMART goals for the year
- All Required Trainings should be complete
- When appropriate, "shadow" Supervisor and/or mentor at meetings to gain exposure and learn more about the department and organization
- Begin to outline long-term goals and expectations for your position and department

SIX MONTHS

By now you should have gained momentum, are able to produce deliverables, begun to take on and lead some initiatives, and built relationships with peers and mentors. You should feel confident and engaged in your new role while continuing to learn.

- Congratulations! You are now eligible for tuition waivers at SPC! Email Benefits@spcollege.edu for more information on the tuition waiver process.
- Continue to develop SMART Goals **OR** Faculty180 Portfolio
- Begin working on long-term goals for personal and professional development at SPC
- Become more involved with the SPC community and participate in any of SPC's internal or community events

SIX MONTHS TO ONE YEAR

Between six months to one year you should be fully engaged in your new role and able to effectively apply your new skills and knowledge, make sound decisions, and contribute to department and/or team goals. You should understand how your assignments affect others in the organization and have developed effective working relationships. You should have a strong understanding of SPC's mission and culture and continue to be engaged in your role.

- Begin to take on additional work assignments
- Continue to receive/provide informal feedback with Supervisor
- Complete Performance Management Process **OR** Faculty 180 Portfolio
- Continue to look for or begin professional development opportunities through SPC
- Review Mandatory Training Guide for annually required trainings





MANDATORY TRAINING GUIDE (ALL EMPLOYEES)

ALL NEW EMPLOYEES, including Supervisors, Hiring Managers, Faculty, A&P, and Career Service Employees, OPS and Adjunct Faculty will be required to complete the following Mandatory and Compliance Trainings.

*This list is an informational list. Employees will be notified when they will be required to complete the training.

TRAINING NAME	CONTACT	MODALITY/LOCATION
<input type="checkbox"/> Title IX, VAWA, SaVE, Clery Overview, Sexual Harassment Prevention, Sexual Abuse & Violence Prevention	SPC-OCE@spcollege.edu ; Compliance@spcollege.edu ; EmployeeRelations@spcollege.edu	TBD
<input type="checkbox"/> INFORMATION SECURITY	InformationSecurity@spcollege.edu	Cornerstone
<input type="checkbox"/> FERPA	Compliance@spcollege.edu	TBD
<input type="checkbox"/> ARMED ASSAILANT	Barto.Daniel@spcollege.edu	New Employee Welcome
<input type="checkbox"/> ETHICS & CONFLICT OF INTEREST	Compliance@spcollege.edu	New Employee Welcome



MANDATORY TRAINING GUIDE (BUDGETED EMPLOYEES)

ALL BUDGETED EMPLOYEES, including Supervisors, Hiring Managers, Faculty, Adjunct Faculty, A&P, and Career Service Employees are required to complete the following Mandatory and Compliance Trainings.

<input type="checkbox"/> NON-DISCRIMINATION (Respect in the Workplace)	EmployeeRelations@spcollege.edu	TBD
<input type="checkbox"/> FRAUD AWARENESS	Compliance@spcollege.edu	TBD
<input type="checkbox"/> SPC EMERGENCY PLAN & ICS OVERVIEW	Grey.Bill@spcollege.edu	MyCourses
<input type="checkbox"/> ACCESSIBILITY SERVICES	www.spcollege.edu/accessibility	MyCourses
<input type="checkbox"/> PUBLIC RECORDS	Compliance@spcollege.edu	TBD



MANDATORY TRAINING GUIDE (JOB SPECIFIC)

Depending on your specific position, some employees are required to complete the following Mandatory and Compliance Trainings. Check with your supervisor to see which ones apply to your position.

HIPAA PRIVACY & SECURITY	All HR & Any Employees with Access to PHI	Benefits@spcollege.edu
SUPERVISOR & MANAGER COMPETENCY	Supervisors	OES@spcollege.edu
COLLEGE VEHICLE/DRIVING	Any Employee Driving a College Vehicle	Barto.Daniel@spcollege.edu
OSHA (LIFTING & BENDING)	Any Employee Using Power Equipment	Barto.Daniel@spcollege.edu
CLERY ACT	Employees Dealing with Student Discipline	Barto.Daniel@spcollege.edu
HIRING PROCESS	Hiring Managers	Employment@spcollege.edu PeopleSoft Recruitment Training
CPR/AED	Safety & Security Employees, and if Within Job Description	Barto.Daniel@spcollege.edu
ICS & RESPONSE	Safety & Security Employees, and if Within Job Description	Barto.Daniel@spcollege.edu
ADA	Supervisors	EmployeeRelations@spcollege.edu
FLSA	Supervisors	EmployeeRelations@spcollege.edu
CLERY ACT: REPORTING & TIMELY NOTICE	Employees that deal with student discipline and student affairs leadership	Barto.Daniel@spcollege.edu
CETL MENTAL HEALTH AWARENESS	Faculty	https://facultysupport.spcollege.edu/



RECOMMENDED TRAINING GUIDE

TECHNOLOGY SKILLS	SOURCE/LOCATION
INTRO TO MYCOURSES	MyCourses
MICROSOFT TEAMS	Microsoft Teams Video Training
OFFICE 365	Microsoft 365 Basics Video Training
SHAREPOINT 101	Microsoft SharePoint Video Training SPC SharePoint Training
ADOBE	Acrobat Tutorials

JOB SKILLS	SOURCE/LOCATION
OES/SPC OFFERED COURSES	Register on Cornerstone > Events Calendar
PCARD TRAINING	TBD
TAR (TRAVEL AUTHORIZATION REQUEST)	How to Complete a TAR Video; Where and Why of TAR Video
CORNERSTONE	Titan Hub > Staff Resources > Cornerstone (SSO)
NAVIGATING THE TITAN HUB	SPC Resources
SPC SURVEY BUILDER	Video Tutorials
BLOGS	Blog Resources
BLUE & WHITE	Blue & White Posting
PEOPLESOFIT RECRUITMENT MODULE (For Hiring Managers)	PeopleSoft Recruitment Training

