



## 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

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## 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](mailto: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](http://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!

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## 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](mailto: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	<a href="mailto:SPC-OCE@spcollege.edu">SPC-OCE@spcollege.edu</a> ; <a href="mailto:Compliance@spcollege.edu">Compliance@spcollege.edu</a> ; <a href="mailto:EmployeeRelations@spcollege.edu">EmployeeRelations@spcollege.edu</a>	TBD
<input type="checkbox"/>	INFORMATION SECURITY	<a href="mailto:InformationSecurity@spcollege.edu">InformationSecurity@spcollege.edu</a>	Cornerstone
<input type="checkbox"/>	FERPA	<a href="mailto:Compliance@spcollege.edu">Compliance@spcollege.edu</a>	TBD
<input type="checkbox"/>	ARMED ASSAILANT	<a href="mailto:Barto.Daniel@spcollege.edu">Barto.Daniel@spcollege.edu</a>	New Employee Welcome
<input type="checkbox"/>	ETHICS & CONFLICT OF INTEREST	<a href="mailto:Compliance@spcollege.edu">Compliance@spcollege.edu</a>	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)	<a href="mailto:EmployeeRelations@spcollege.edu">EmployeeRelations@spcollege.edu</a>	TBD
<input type="checkbox"/>	FRAUD AWARENESS	<a href="mailto:Compliance@spcollege.edu">Compliance@spcollege.edu</a>	TBD
<input type="checkbox"/>	SPC EMERGENCY PLAN & ICS OVERVIEW	<a href="mailto:Grey.Bill@spcollege.edu">Grey.Bill@spcollege.edu</a>	MyCourses
<input type="checkbox"/>	ACCESSIBILITY SERVICES	<a href="http://www.spcollege.edu/accessibility">www.spcollege.edu/accessibility</a>	MyCourses
<input type="checkbox"/>	PUBLIC RECORDS	<a href="mailto:Compliance@spcollege.edu">Compliance@spcollege.edu</a>	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.

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

## RECOMMENDED TRAINING GUIDE

TECHNOLOGY SKILLS	SOURCE/LOCATION
INTRO TO MYCOURSES	<a href="#">MyCourses</a>
MICROSOFT TEAMS	<a href="#">Microsoft Teams Video Training</a>
OFFICE 365	<a href="#">Microsoft 365 Basics Video Training</a>
SHAREPOINT 101	<a href="#">Microsoft SharePoint Video Training</a> <a href="#">SPC SharePoint Training</a>
ADOBE	<a href="#">Acrobat Tutorials</a>

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