

Notes and ideas from ACBO Institute session on New Employee Orientation

February 18, 2015

ACBO Institute I

Visit each department within one year as part of your first year evaluation

Develop a checklist to meet with key departments during first 3-6 months

Make sure new employees in accounting office have orientation and training in the Budget and Accounting Manual (BAM); relevant Board policies and relevant department procedures. Employees need hard copy or electronic links to all documents

Develop a training program on “soft skills”; e.g. eating at your desk, hours of work, coming to work late, working from home, accountability, ethics, customer service etc

Develop a “desk manual” for key tasks that are unique to that position

Develop a checklist for new employees, how to get keys, HR policies, union contract,

Bridge District and Campus new orientation so District employees go to each college and college employees come to district for introductions/orientation

Develop a management mentor program within the district

Hold workshops on budget preparation, calendar, terms etc for Deans, managers classified