Getting Off to a Great Start

An integration guide for new employees
Welcome to OSU!

A successful employee orientation program is more than a one-time event. Beyond acquiring knowledge of day-to-day responsibilities, policies and administrative processes, a good orientation program helps you to understand the overall university mission, its culture and values, and how you fit in. By being proactive in your assimilation, you can speed up your ability to add value and become part of the OSU community.

The purpose of this guide is to get you started by providing an overview of the orientation activities you can look forward to from different levels of the university.

President’s Message

“When I arrived at Oregon State in 2003, I was impressed by its people. Today, 10 years later, I continue to be inspired with the commitment of our faculty and staff colleagues in service to the state of Oregon and its citizens. That service is our core mission and part of our DNA. On a daily basis, I see you perform your jobs with care, support and understanding for the many students and staff we serve.

I welcome you to the Oregon State University community and wish you luck as you begin your new role with us. Many thanks in advance for all that you will contr

Dr. Edward J. Ray, 14th President, Oregon State University
A Multi-Tiered Approach @ OSU
Getting to Know Your Campus, Benefit Options, and More

University Level
Orientation activities that are of general interest to all employees are conducted at the university level. The purpose is to provide an overall understanding of the mission of OSU, help you to enroll for and understand benefit options, explain conditions of your employment, and increase awareness of the resources available to you regarding work/life balance, employee assistance and more.

College/Unit Level
Since colleges and departments have unique bodies of work with a range of constituents, a tailored assimilation conducted by your department and/or college will help you to understand your work environment and culture. At this level, get to know key contacts, your business center representatives, and how your work and that of your colleagues contributes to the OSU mission.

Supervisory Level
What your position does, the expected results, resources available to get the work done, safety and other training requirements becomes clear through regular communication and feedback between you and your supervisor.

(Illustrates the types of orientation activities you can expect, but is not all inclusive.)

University Level
- benefits enrollment & consultation
- employee orientation
- campus & community resources
- work/life balance opportunities
- employee assistance programs

College/Unit Level
- organizational structure
- training and certifications
- unit checklists
- key personnel introduction
- support networks
- department/college tour
- culture and traditions

Supervisory Level
- working partnership
- expectations & standards
- communication & feedback
- goals for the first month
- rules of the road
- buddy/mentor assignment

Developing a good working relationship with your supervisor through regular, ongoing feedback is important to your onboarding success.
University-Level Orientation

Online Support

Inside OSU Web Site
oregonstate.edu/admin/hr/orient/

1 Benefits Overview: You will find a step-by-step enrollment process for health, dental, life and disability benefits as well as a pension and retirement savings overview to help you decide what options work best for you. (You must enroll for benefits within 30 days of your hire date.)

For individual benefits assistance, Office of Human Resources Employee Benefits staff are available to assist:

Email: employee.benefits@oregonstate.edu
Campus Location: 204 Kerr Administration Building
Phone: 541-737-8300

2 New Employee Resources: A schedule of monthly drop-in orientation sessions for faculty and staff is provided. These sessions cover the OSU mission, terms and conditions of your employment, work/life balance, SEIU and CGE bargaining agreements, and more.

Additionally, you will find online information about OSU and the surrounding community along with resources and contact information to help you navigate and “settle in” to your new position.

3 A “LifeBalance OSU” tab offers material and resources to assist you in balancing the daily demands and opportunities of your life and work.

Campus Tour

A guided campus tour is one of the best ways to discover the richness of activities and events that OSU has to offer. The Campus Visitor Center conducts 90-minute tours throughout the day for students, faculty and staff. Call 737-2626 to sign up.

Can’t attend a guided tour? Take some time to explore campus on your own. You will find eclectic architecture, beautiful grounds and outside activities that you might not notice otherwise.

There’s an app for that!
Available on some mobile devices is an interactive guide and walking tour of OSU. Go to Beaver Tracks at tour.library.oregonstate.edu.
University Day
oregonstate.edu/events/universityday/

Held in September, University Day unites the OSU community to kick off the new academic year and celebrate outstanding faculty and staff.

A presidential address acknowledges OSU accomplishments and presents a vision for the coming year. Information booths showcase the many colleges and departments that provide services and resources to employees. There’s even a new employee breakfast!

Training Opportunities
Manager/Supervisor Training
oregonstate.edu/admin/hr/training/core

The Core Curriculum for Managers and Supervisors training program covers supervision at OSU with topics that include performance management, writing position descriptions, ADA accommodation, labor relations, and much more. For details about the course and registration, visit the website above or contact the Center for Learning & Organizational Development at 541-737-3207.

Other Training Opportunities

There is an abundance of employee training conducted at OSU. Contact the Center for Learning & Organizational Development for help in identifying training programs to meet your specific needs.

Website and documents that list professional and organizational development opportunities are:

- oregonstate.edu/admin/hr/training
- oregonstate.edu/main/faculty-staff/professional-development
- oregonstate.edu/admin/hr/sites/default/files/training/documents/professional-development-resources.pdf

Human Resources and Financial/Payroll Assistance at OSU

Depending on the college or unit in which your position resides, you are assigned a business center that can help you with general personnel and financial transactional tasks such as:

- Employee orientation resources
- Requesting access to OSU systems
- Conditions of employment
- Payroll and grants accounting
- Employee record input

You will be directed to the Office of Human Resources, Business Affairs or other central units for specialized assistance with:

- Benefits consultation and enrollment
- Supervisor/manager training
- Individual performance coaching
- Worker’s compensation and family medical leave (FMLA)
- Employee relations consultation

Find It On The Web!

- Your business center: oregonstate.edu/fa/bc/my-bc/unit
- Office of Human Resources: oregonstate.edu/admin/hr
- Business Affairs: oregonstate.edu/fa/businessaffairs/
Ideas for Working With Your Supervisor

1. Be Clear on Job Duties
Review your position description, and discuss expectations and standards. Your position description provides a clear and accurate picture of the tasks you complete. Expectations and standards add additional details with measureable standards so that you know how you are doing.

2. Meet Regularly
Establish a regular time to meet, especially in the first six months. This allows you opportunities to receive feedback, affirm what you are doing right and correct issues, gain clarity about job duties, and develop a healthy working relationship.

3. Agree on Feedback
Establish some guidelines together on a process for giving and receiving feedback. Regular and open communication will help you learn your job and transition quickly.

4. Know Unwritten Rules
What is not stated, but customary for how things are done? Part of fitting in is knowing the “rules of the road.” Unwritten rules may include:
- Workplace etiquette
- How people socialize
- Best way to ask questions and express disagreement
- Dress code
- Appropriate office decor

5. Work Together
It is a good idea to find out how best to work with your supervisor (and others). For instance: “Is there an open-door policy? Do you prefer that I give you documents to review in paper or electronic format? Do you want to know the details or just main points?” Sharing how each of you works best will give you common understanding so you can begin building great partnerships.
What Can You Do for Yourself?

1. Meet Others
Spend time getting to know your coworkers and colleagues. Find out what they do and how the work of everyone contributes to the goals of your unit and the mission of OSU.

2. Find Your Place
New employees consistently report that developing positive relationships and being part of a close community increases their chance for success.

OSU has many communities of interest and opportunities for committee work. This is a good way to build relationships outside of your immediate workplace and create a sense of belonging.

Knowing others throughout OSU also helps you to discover resources and make connections that you may not have known existed.

3. Request a Mentor
Besides your supervisor, a fellow colleague or coworker who understands your office and OSU can give you insights into the inner workings of the organization. If the mentor has similar job expertise, they can answer specific questions related to your position.

4. Be Curious and Inquire
In a complex environment with wide-ranging services and opportunities, curiosity is a good quality to have as you begin building your resources.

Usually what you are looking for is there—somewhere. Ask others, search the OSU website, and read brochures and news announcements about what others at OSU are doing.

### Academic & Professional Faculty Resources

Academic Affairs provides oversight for academic and professional faculty. Contact Academic Affairs for questions relating to:

- Promotion and tenure guidelines
- Academic personnel policies
- Faculty development and support
- Academic assessment and accreditation

Academic Affairs website:
[oregonstate.edu/admin/aa/](oregonstate.edu/admin/aa/)