Dhara Katz: First Day Items

1. Introductions to staff and faculty
2. HR Orientation at 11 am
3. Pick up keys
4. Visit IT services to set up account
5. Log in to computer and set up voicemail and other functions
6. Meet with Director to discuss duties, upcoming assignments, professional development, expectations
7. Get ID card
8. Introduction to Radius and responding to student inquiries (Anna)
9. Meet with Anna to discuss archiving student records
10. Tour of building, locations of break room, restrooms, mail, photocopier, printer, etc.

Topics for discussion

1. Main duties and expectations
2. Call forwarding
3. Time and leave approvals
4. Background and history of program