

# HUMAN RESOURCES



## NEW EMPLOYEES AT SPC

We are pleased to welcome you as part of our family of faculty and staff!

You have joined a creative, diverse, energizing community uniting thousands of faculty, staff and students through eleven learning sites across Pinellas County.

Starting a new position can be an exciting yet challenging experience. During your first few weeks, there are new things to learn, new colleagues to meet and you will have a new environment to work in. This guide is intended to provide you with information and resources to help you through the onboarding process.

Successfully transitioning into your new position is a long-term process that requires continual dialogue between yourself, your supervisor and service departments for the College such as Human Resources. Your first 6 months are a unique window of opportunity to establish relationships, set the tone and identify expectations.\*



## New Employee Online Welcome Packet

ARE YOU NEW FACULTY? THERE'S MORE!

### Online New Employee & Faculty Guide

#### Employees: Getting Started

##### Your First Day

Partner with your manager to identify your initial assignments, the purpose of your work, how it fits into your department or school's overarching mission and goals; and how you can begin making immediate contributions.

- Schedule, Job Duties, and Expectations
- Clarify your first week's schedule, and confirm required and recommended training.
- Set up your personal workspace.
- Ask your manager for an overview of the functional area - its purpose, organizational structure, and goals.
- Review your job description, an outline of duties, and expectations. Ask how your job fits in the department, and how your job and department contribute to the unit/school and the Institute.
- Review hours of work. Ask questions about policies and procedures for overtime, use of vacation and sick time, holidays, as well as any flexible work policies or procedures.

Here are some helpful resources you may need during your first few weeks:

- [New Employee Onboarding Checklist](#)
- [Campus Safety](#)
- [Employee Alerts](#)
- [ESOP2 | ESOP2 Basics Handout](#)
- [St. Petersburg College's Mission, Vision, and Values](#)