

# **Vice President for Student Success**

## Welcome Packet & Binder of Knowledge

[Employee Name]

[Employee Office]

[Employee Position]

# Table of Contents ***(To be adapted for each new employee)***

|  |  |
| --- | --- |
| Page | Content |
|  | Job Description |
|  | Itinerary for first day and/or week |
|  | Home office description (how works here, what they do, who to contact when) |
|  | Division Checklist |
|  | HR Checklist |
|  | Parking Permit information |
|  | IT Information |
|  | New Employee & Employee Engagement Website/Information |
|  | Campus Map |
|  | Building Map |
|  | Service Excellence Literature |
|  | Binder of Knowledge – Cheat Sheets **(In separate document on Division Website)** |
|  | *Any additional information the office would like to add* |