

Welcome to SIUE! We are excited to welcome you as a new staff member in the Division of Student Affairs. We believe Please use this checklist as a guide to successfully on-boarding and training your new employee. You can adjust as needed depending on the requirements for your department.

AFFIRMING: Before First Day

- ☐ Learn about the [SIUE Strategic Plan](#).
- ☐ Discover the [Mission, Vision, and Values of Student Affairs](#).
- ☐ Explore Student Affairs @ SIUE by [checking out our website](#).
- ☐ Get to know [our structure](#).

ORIENTING: Days 1-30

- ☐ Complete the [SIUE New Employee Orientation](#).
- ☐ Complete departmental training activities.
- ☐ Get to know department staff.
- ☐ Discuss tasks, outline responsibilities, work hours, time off and leave provisions, SIUE designated holidays, attire, with supervisor.
- ☐ Set up email signatures, including pronouns, office web address, etc.
- ☐ Schedule 1 on 1 time with Miriam Roccia, Interim Vice Chancellor for Student Affairs by contacting Sandy Koertge at sakoert@siue.edu.
- ☐ Get to know key campus partners.
- ☐ Complete required SIU System, SIUE, and other departmental trainings.
- ☐ Learn key concepts around student development and student success.

BELONGING: Days 31-90

- ☐ Check out SIUE Traditions.
- ☐ Find out about the [57 Things to Do](#) at SIUE.
- ☐ Attend [Student Affairs Professional Development](#) sessions.
- ☐ Attend a Student Affairs New Employee Quarterly Orientation session.
- ☐ Complete a 60-day reflection and discuss with supervisor.
- ☐ Request a Student Affairs Mentor. Contact Sandy Koertge at sakoert@siue.edu
- ☐ Connect with supportive identify-based groups and resources.

GROWING: Days 1-365

- ☐ Participate in Performance Review(s).
- ☐ Attend signature campus events.
- ☐ Engage in annual Student Affairs events like professional development and staff development sessions.
- ☐ Volunteer to support a student engagement opportunity like move-in, career fairs, textbook rush, Ask Me, etc.
- ☐ Serve on a Student Affairs Committee.