

Northland Pioneer College College Planning Committee Focus Group Activity
Friday, August 27, 2004

Group 1: (Employee orientation/training) “What could NPC have done to make your start here more informative and your job transition easier?” Facilitators:
Fairman/Swarthout

Specific responses (highest rated underlined):

- Updated phone list; updated computer address lists
- Picture ID – get information out to students
- One manual for all NPC Personnel Dept.
- Help with forms (who, when, where)
- Have common forms available
- Check list for new employee: what to do, where to go, etc.
- Formal orientation for college and for department
- Overlap old/new employees or have training by someone who knows the job
- Training on how to do time sheets
- Checklist for job/department
- Improved orientation/monthly for new
- Manuals for position; the ins the outs + NPC 101
- Instructions from Personnel before start
- Update manuals
- Detailed map of service area & campuses
- Procedure binder
- Human Resources Department
- Same information given to new people
- Mandatory department updates/software procedures, etc.
- Get out important(ance) of rosters, papers to be done & turned in
- Human Resource person on campuses (FT/PT)
- Consistency in forms; availability to change them where they are
- Timing/schedule for training
- Accuracy/consistency in information given out (i.e., salary)
- Training in grant writing
- Let people know when orientation, mtgs., etc. are
- Staff development money
- Training in conflict, harassment, legal issues involving student/faculty, etc.
- Cross-training
- Co-workers willing to help & share information
- Training in advising
- Mentor program
- Relocation and area assistance
- Stress management training