

New Employee Quick Start Guide

Welcome to
The Ohio State University



Key Resources:
Yes, it's a big place. You can count on the people here to provide the support you need.

- **Your Manager** – this is the person who can answer questions or point you in the right direction, so ask!
- **Your Human Resource Professional** – can help you become acclimated to the university and your department.
- **Office of Human Resources** – find information regarding your benefits, learning and development, work life, special events, policies, and much more!
- **Technical Help** - 8help, the IT Service Desk, handles questions, problem reports, service requests, and inquiries from faculty, staff, and students regarding computer hardware and software, Internet connectivity, and related topics.
- **University Faculty and Staff Assistance Program** - UFSAP is a confidential counseling service for Ohio State employees and their families experiencing some form of personal or work related distress that can interfere with work performance.



You have taken an important step towards what we hope will be a fulfilling career with the university. Please visit our online New Employee Orientation site to learn about Ohio State's history, traditions, benefits, and much more!

hr.osu.edu/neo

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The Ohio State University

Learn how your work fits at the University

The OSU website is rich with information to help you learn more; the tabs at the top are great places to start your review:

osu.edu

Explore the Office of Academic Affairs website to learn more about academic priorities, initiatives and what is being done to stimulate and enable academic excellence at Ohio State:

oaa.osu.edu

Stay informed by reading *OSUToday*, *onCampus*, *Resources*, and other news items:

oncampus.osu.edu and hr.osu.edu/resources

There are key values and behavior commitments for all employees at Ohio State: excellence; collaborating as one university; acting with integrity and personal accountability; openness and trust; diversity in people and ideas; change and innovation; and simplicity in our work.

These values are identified <https://hr.osu.edu/asp2/secure/neo/neo08/osuvision.aspx>

Look for opportunities in your work group to connect with others, including project teams, committees, and task forces.

Continue your Learning and Development. Talk with your manager to understand your role and specific responsibilities, and also to identify your learning needs, both informal and formal.

TAKE ACTION! As a new member of Ohio State's workforce, you have specific actions to take to get you started on the right path. This guide outlines the steps you and your manager will follow to increase your understanding, knowledge, and contribution to Ohio State.

Meet your manager to discuss roles, responsibilities, expectations, hours, vacation/personal sick days, and payroll information.

Discuss university mission/vision, goals, values, and expected behaviors. Ask the question – What does One University mean?

Meet the Human Resource Professional in your department. Learn about university policies (osu.edu/policies), procedures, and information security.

Learn about the culture, history, and environment of the department. View the organizational chart and see how you fit in!

Learn the email, computer, and phone systems. Discuss office procedures such as how to order supplies and business cards, how to use the copier, fax, and other machines.

Take a tour of your building and the campus. Become familiar with points of interests at the university.

Materials you should receive:

- Job Description
- University and department mission/vision, goals, values and polices
- Organizational chart
- Benefits information and applicable forms
- Holiday schedule
- University I.D.
- Parking pass
- Tax forms, I-9 documentation, and Ohio Ethics Law booklet