

ONBOARDING GUIDE

FOR NEW EMPLOYEES





A MESSAGE FROM TODD A. DIACON, PH.D.

13th President, Kent State University

As president, it is my great pleasure to welcome you as a new member of our Kent State University family! You have joined a wonderfully dynamic and richly diverse community of faculty, staff and students, and we are delighted to add your expertise and dedication to our multitalented, employee mix.

I encourage you to review the following pages, which are filled with information that will help you navigate your early days on campus both literally and figuratively. And I hope you will take time to explore your campus, the larger community and

the many resources that are now available to you and your family. They range from great options to help you stay healthy to state-of-the-art professional development programs and superb cultural offerings.

In the meantime, I wish you a pleasant beginning in your new role and I thank you

in advance for the many valuable contributions I know you will make to your unit and the university.



A MESSAGE FROM MELODY TANKERSLEY, PH.D.

Senior Vice President and Provost

As provost, I welcome you to Kent State University! Many people talk about their place of work as being a family. Here at Kent State, it is not just a cliché or an empty assertion; but it is, rather, a reality. At Kent State University we treat each other as family; and we are pleased to have you as our newest relative!

ACTION STEPS CHECKLIST

Complete the following steps at the beginning of your employment:

- ☐ Note your nine-digit employee ID number.
- ☐ Note your Flashline ID login, the beginning of your "kent.edu" email.
- ☐ Attend New Hire Orientation at Human Resources.
- ☐ Acquire your Kent State ID card from the Kent Student Center to use in the library, access buildings or recreational facilities if a member.
- ☐ For benefits-eligible employees, review benefits plans online. Compare medical and dental plan options, learn about flexible spending accounts, as well as life insurance and disability options. Make your benefits elections no later than 31 days after your hire date.
- ☐ Complete required new hire forms through Human Resources Talent Acquisition.
- ☐ Get instructions regarding the phone system and set up your voicemail (if applicable).
- ☐ Use email and acquire instructions to set up your email preferences.
- ☐ Complete the required online training noted in the new hire orientation. Discuss with your manager any other training that may be beneficial.

WELCOMING, AFFIRMING, INCLUSIVE
FOSTERING TALENT
EMPOWERING CULTURE OF RESPECT

KENT STATE
UNIVERSITY
Division of
Human Resources

RESOURCES

Your Supervisor or Manager

Get questions answered or get pointed in the right direction.
Just Ask!

Critical departmental/divisional guidelines:

- » Understand your title, function, duties and responsibilities and how your job relates to others in your area.
- » Your workplace/location.
- » Reporting of work time and how to report off.
- » University closures (i.e. holiday, weather, other emergency).

Human Resources Manager or Department

Human Resources

330-672-2100, WWW.KENT.EDU/HR

Communications

WWW.KENT.EDU/HR/NEWS

Compensation

WWW.KENT.EDU/HR/COMPENSATION

Compliance, Equal Opportunity and Affirmative Action

WWW.KENT.EDU/HR/COMPLIANCE-EOAA

Employee Engagement

WWW.KENT.EDU/HR/EMPLOYEE-ENGAGEMENT-OUTREACH

Employee/Labor Relations

WWW.KENT.EDU/HR/MANAGEMENT/EMPLOYEEELABOR-RELATIONS

Employee Wellness and Health Promotion

WWW.KENT.EDU/HR/WELLNESS

HERC (Higher Education Recruitment Consortium)

WWW.HERCJOBS.ORG/OH-WESTERN-PA-WV/

Records

WWW.KENT.EDU/HR/HR-RECORDS-OPERATIONS

Talent Acquisition (Employment)

WWW.KENT.EDU/HR/JOB-OPPORTUNITIES

Training and Development

WWW.KENT.EDU/HR/TRAINING

Employee Benefits

WWW.KENT.EDU/HR/BENEFITS

Academic Personnel Department

WWW.KENT.EDU/PROVOST/ACADEMIC-PERSONNEL

Communication Sources

Academic Calendar

WWW.KENT.EDU/CALENDARS

eInside (Faculty and Staff Newsletter)

WWW.KENT.EDU/EINSIDE

Flashline - "My Campus" tab

[HTTPS://LOGIN.KENT.EDU](https://login.kent.edu)

HR Newsletter

WWW.KENT.EDU/HR/HR-NEWSLETTER-ARCHIVE

Management Update Archive

WWW.KENT.EDU/MANAGEMENT-UPDATE

Diversity, Equity and Inclusion Division

Touches every person in the KSU family and beyond

WWW.KENT.EDU/DIVERSITY

Compliance, Equal Opportunity and Affirmative Action

WWW.KENT.EDU/HR/COMPLIANCE-EOAA

Discrimination and Harassment

WWW.KENT.EDU/HR/DISCRIMINATION-AND-HARASSMENT

Policies

WWW.KENT.EDU/HR/AFFIRMATIVE-ACTION-POLICIES

Sexual Harassment/ Sexual Misconduct (Title IX)

WWW.KENT.EDU/HR/TITLE-IX

Employee Assistance Program

IMPACT

800-227-6007 24/7, 365 days a year

WWW.KENT.EDU/HR/WELLNESS/EMPLOYEE-ASSISTANCE-PROGRAM-IMPACT-SOLUTIONS

Employee Discounts

WWW.KENT.EDU/HR/BENEFITS/EMPLOYEE-DISCOUNTS

Employee Resource Manual

Policies, procedures, employment and other valuable resources.

WWW.KENT.EDU/HR/HANDBOOK

Safety Information

Sign up for A.L.i.C.E. training

WWW.TINYURL.COM/ALICECALENDAR

Technology Services and Support at Kent State

Helpdesk

WWW.KENT.EDU/IS

The Tech Spot

WWW.KENT.EDU/TECHHELP

University Policies

Policy Register

WWW.KENT.EDU/POLICYREG

Professional Development

Center for Teaching and Learning

WWW.KENT.EDU/CTL

Human Resources Training and Development

WWW.KENT.EDU/HR/TRAINING

KENT POLICIES

Understand and practice our policies.

5-08.101 – Student Information

[HTTPS://WWW.KENT.EDU/POLICYREG/OPERATIONALPROCEDURES-AND-REGULATIONS-REGARDING-COLLECTION-RETENTION-AND-DISSEMINATION](https://www.kent.edu/policyreg/operationalprocedures-and-regulations-regarding-collection-retention-and-dissemination)

5-08.102 – Release of names & addresses

[WWW.KENT.EDU/POLICYREG/OPERATIONALPROCEDURE-AND-REGULATIONS-REGARDING-RELEASE-NAME-AND-ADDRESS-LISTINGS](http://www.kent.edu/policyreg/operationalprocedure-and-regulations-regarding-release-name-and-address-listings)

5-16 - Unlawful Discrimination & Harassment

[WWW.KENT.EDU/POLICYREG/UNIVERSITY-POLICY-REGARDING-UNLAWFUL-DISCRIMINATION-AND-HARASSMENT](http://www.kent.edu/policyreg/university-policy-regarding-unlawful-discrimination-and-harassment)

6-01 - University Policy Regarding Employment

<https://www.kent.edu/policyreg/university-policy-regarding-employment>

GET CONNECTED

Become comfortable in your new surrounding.
Plan time to explore.

New Hire Information/ Orientation

[WWW.KENT.EDU/HR/MANAGEMENT/ONBOARDING-GUIDE-NEW-EMPLOYEES](http://www.kent.edu/hr/management/onboarding-guide-new-employees)

Virtual Tours of Campus

[WWW.KENT.EDU/NEWS/GOOGLE-MAPS-STREET-VIEW-OFFERS-VIRTUAL-TOUR-KENT-STATE](http://www.kent.edu/news/google-maps-street-view-offers-virtual-tour-kent-state)

Shopping on the Kent State Campus

Athletics Pro Shop
Bookstore (Student Center)
Museum Gift Shop

Employee Wellness and Health Promotion Programs

[WWW.KENT.EDU/HR/WELLNESS](http://www.kent.edu/hr/wellness)

Recreation Center

[WWW.KENT.EDU/RECSERVICES](http://www.kent.edu/recservices)

Banking

PNC Bank serves Kent State University with a location in the Kent State Student Center and other locations in the Stow/Kent area.

[WWW.PNC.COM](http://www.pnc.com)

Places to Eat on Campus

[WWW.KENT.EDU/DINING/LOCATIONS-MENUS](http://www.kent.edu/dining/locations-menus)

Adult Student Services

[WWW.KENT.EDU/CAVS](http://www.kent.edu/cavs)

Veterans Services

[WWW.KENT.EDU/CAVS](http://www.kent.edu/cavs)

6-02 – Equal Opportunity

[HTTPS://WWW.KENT.EDU/POLICYREG/UNIVERSITY-POLICY-REGARDING-EQUAL-OPPORTUNITY](https://www.kent.edu/policyreg/university-policy-regarding-equal-opportunity)

6-05.4 – Performance Management

[HTTPS://WWW.KENT.EDU/POLICYREG/ADMINISTRATIVE-POLICY-REGARDING-PERFORMANCE-MANAGEMENT-UNCLASSIFIED-EMPLOYEES](https://www.kent.edu/policyreg/administrative-policy-regarding-performance-management-unclassified-employees)

6-22.1 – Drug Free Workplace

[HTTPS://WWW.KENT.EDU/POLICYREG/ADMINISTRATIVE-POLICY-REGARDING-DRUG-FREE-WORKPLACE](https://www.kent.edu/policyreg/administrative-policy-regarding-drug-free-workplace)

6-23 – Conflict of Interest

[HTTPS://WWW.KENT.EDU/POLICYREG/UNIVERSITY-POLICY-REGARDING-CONFLICT-INTEREST-UNIVERSITY-EMPLOYEES](https://www.kent.edu/policyreg/university-policy-regarding-conflict-interest-university-employees)

7-02.9 – Fraud & Fiscal Abuse

[HTTPS://WWW.KENT.EDU/POLICYREG/ADMINISTRATIVE-POLICY-REPORTING-AND-INVESTIGATING-FRAUD-AND-FISCAL-ABUSE](https://www.kent.edu/policyreg/administrative-policy-reporting-and-investigating-fraud-and-fiscal-abuse)

Office of General Counsel

[HTTPS://WWW.KENT.EDU/GENERALCOUNSEL](https://www.kent.edu/generalcounsel)

Join a Kent State Staff Organization

International Faculty and Staff Network

[WWW.IFACULTYSTAFF.ORG/](http://www.ifacultystaff.org/)

Kent Engaged and Emerging Professionals

[KENT/HR/KEEP.COM](http://kent/hr/keep.com)

Latino Network Caucus (LNC)

[WWW.SFA.KENT.EDU/LNC/](http://www.sfa.kent.edu/lnc/)

Pan African Faculty and Staff Association (PAFSA)

[WWW.KENT.EDU/PAFSA](http://www.kent.edu/pafsa)

Spectrum: Connecting LGBTQ+ and Ally Faculty Staff

[WWW.KENT.EDU/DIVERSITY/SPECTRUM](http://www.kent.edu/diversity/spectrum)

The Women's Center

[WWW.KENT.EDU/WOMENSCENTER](http://www.kent.edu/womenscenter)

Use these checklists and links to online tools as an onboarding guide. Your department may have specific orientation guidelines so be sure to check with your supervisor. For additional questions, feel free to contact the Division of Human Resources.

KENT STATE DIVISION OF HUMAN RESOURCES

HEER HALL, 635 LOOP RD
P.O. BOX 5190, KENT, OHIO 44240
(330) 672-2100
[WWW.KENT.EDU/HR](http://www.kent.edu/hr)

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This document is also available online at: [WWW.KENT.EDU/HR/MANAGEMENT/ONBOARDING-GUIDE-NEW-EMPLOYEES](http://www.kent.edu/hr/management/onboarding-guide-new-employees)

Kent State Division of Human Resources
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www.kent.edu/hr



Division of
Human Resources

