

<b>STELLENBOSCH UNIVERSITY (SU) CHECKLIST FOR NEW EMPLOYEES</b>
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<b>Name:</b>	
<b>Date of appointment:</b>	
<b>Title of post:</b>	
<b>Department/division:</b>	
<b>Person responsible for orientation:</b>	
<b>Direct head:</b>	

<b>ENSURE THAT THE FOLLOWING IS COMPLETED / TAKES PLACE IN THE FIRST WEEK:</b>	<b>TICK OFF AS SOON AS DEALT WITH (MAKE NOTES)</b>
Complete all forms (and hand in at Human Resources) i.e.: <ul style="list-style-type: none"> <li>- Appointment contract</li> <li>- Medical options</li> <li>- Package structure</li> <li>- Certificate of acceptance</li> <li>- Nomination forms</li> </ul>	
Obtain: <ul style="list-style-type: none"> <li>- A staff card</li> <li>- A parking disc</li> <li>- Access codes</li> </ul>	
Gain admission to: <ul style="list-style-type: none"> <li>- A computer (e-mail)</li> <li>- A telephone and important numbers</li> <li>- A fax and/or copier</li> </ul>	
Acquaint yourself with: <ul style="list-style-type: none"> <li>- Working hours</li> <li>- Immediate work environment (own and other important buildings)</li> <li>- Dress code</li> <li>- Smoking areas</li> <li>- Parking arrangements</li> </ul>	

Acquaint yourself the following in regard to your work:

- Meetings and other communication processes
- The business plan (vision/mission/goals) of your environment
- Requirements of your post (job description)
- Your achievement standards (achievement agreement)
- The structure of your environment
- Your colleagues and main clients
- Grievance procedure and policy on sexual harassment
- Where all necessary documentation is available on the website

<b>ENSURE THAT YOU ARE FULLY INFORMED OF THE FOLLOWING:</b>	<b>WHERE DO YOU FIND IT?</b>	<b>DEALT WITH</b>
<b><i>SU</i></b>		
SU history	<a href="http://www.sun.ac.za/university/history/geskiedenis.htm">http://www.sun.ac.za/university/history/geskiedenis.htm</a>	
SU strategic plan (vision/mission/values)	<a href="http://www.sun.ac.za/university/indeks.html">http://www.sun.ac.za/university/indeks.html</a>	
SU structure (management/environtments)	<a href="http://www.sun.ac.za/university/indeks.html">http://www.sun.ac.za/university/indeks.html</a>	
SU core policy		
SU focus areas	<a href="http://www.sun.ac.za/university/indeks.html">http://www.sun.ac.za/university/indeks.html</a>	
SU main news	<a href="http://www.sun.ac.za/">http://www.sun.ac.za/</a>	
SU communication policy/ channels	<a href="http://admin.sun.ac.za/admin/oraffairs/new/indeks.htm">http://admin.sun.ac.za/admin/oraffairs/new/indeks.htm</a>	
<b><i>STAFF MATTERS</i></b>		
Human Resources (contact persons)	<a href="http://admin.sun.ac.za/admin/HumanRes/teamA.html">http://admin.sun.ac.za/admin/HumanRes/teamA.html</a>	
Salary structuring	sun-e-HR	
Leave	sun-e-HR	
Medical	<a href="http://admin.sun.ac.za/admin/HumanRes/indexA.html">http://admin.sun.ac.za/admin/HumanRes/indexA.html</a>	
SU retirement fund (USRF)	<a href="http://admin.sun.ac.za/admin/HumanRes/policies_USRFA.html">http://admin.sun.ac.za/admin/HumanRes/policies_USRFA.html</a>	
Development opportunities	<a href="http://admin.sun.ac.za/admin/HumanRes/HRservice_professionalA.html#personeelont">http://admin.sun.ac.za/admin/HumanRes/HRservice_professionalA.html#personeelont</a>	
Labour Relations (grievances/disciplinary procedures)	<a href="http://admin.sun.ac.za/admin/HumanRes/policies_staffmanualA.html">http://admin.sun.ac.za/admin/HumanRes/policies_staffmanualA.html</a>	
Performance management	Currently being developed	
Finances and financial policy	<a href="http://admin.sun.ac.za/admin/Finance/new/indeks.htm">http://admin.sun.ac.za/admin/Finance/new/indeks.htm</a>	
Information Technology	<a href="http://infoteg.sun.ac.za/infoteg/">http://infoteg.sun.ac.za/infoteg/</a>	
Protection services	<a href="http://admin.sun.ac.za/usbd/">http://admin.sun.ac.za/usbd/</a>	
Safety requirements		
Injuries on duty	Report immediately to Mrs S.J. Zeelie (021 808 4826) and divisional head	
<b>THE FOLLOWING MUST BE DEALT WITH WITHIN THREE MONTHS:</b>	<b>RESPONSIBILTY OF THE ENVIRONMENTAL HEAD</b>	
Performance agreement		
Job description		

Personal development plan (PDP)		
Feedback on orientation to direct head		

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Signature of employee

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Date

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Signature of manager

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Date