**EMPLOYEE TRAINING CHECKLIST**

**Academic & Student Services**

**Directions to Supervisor:**

Place a check in the first column for each discussion item that would be beneficial to the employee during the first year in the new assignment.

Place one copy in the employee’s folder in the supervisor’s office. Review the Checklist with the employee.

Check periodically with the employee to determine the level of progress.

Upon completion of the checklist, which may take up to one year, send one copy to the Senior Vice President of Academic and Student Services and one copy to Human Resources. Attach one copy to the employee’s performance review.

**Directions to Employee:**

It is the responsibility of the employee to set and keep appointments with the presenters of the items checked. Upon conclusion of these formal conversations, please have the presenter sign and date the item(s) completed.

Meet periodically with the supervisor to discuss progress on the checklist. All checked items must be completed in the first year in this new position.

When all of the checked items have been completed, meet with the supervisor to finalize this phase of professional development.

**EMPLOYEE TRAINING CHECKLIST**

|  | |  |  | |  |
| --- | --- | --- | --- | --- | --- |
| **Employee’s Name** | | |  | | **Date** |
| **Check Items to be Completed** | **Professional**  **Development**  **Discussions** | | **Presenter** | **Signature**  **of Presenter** | **Date**  **Completed** |
|  | 3D Printing Lab | | David Joyner |  |  |
|  | Admissions Procedures | | Dr. Louanna Castleman |  |  |
|  | Advising | | Dean/Director/Dept. Chair |  |  |
|  | Advisory Committees | | Dean/Director/Dept. Chair |  |  |
|  | Ambassadors | | Lorna Ricotta |  |  |
|  | Assessment/Retention Center (ARC) | | Ann Marie Kallhoff |  |  |
|  | Assessment/WEAVEonline | | Dr. Vincent Castano |  |  |
|  | Athletics | | Michael Neal |  |  |
|  | Benefits Administration | | Brenda Nightingale |  |  |
|  | Blackboard | | David Riddle |  |  |
|  | Budget Accountability | | Michelle Hall |  |  |
|  | C-STEP Process | | Loutricia Nelson |  |  |
|  | Center for Innovation & Entrepreneurship/Small Business Center | | Kent Hill |  |  |
| **Check Items to be Completed** | **Professional**  **Development**  **Discussions** | | **Presenter** | **Signature**  **of Presenter** | **Date**  **Completed** |
|  | Classroom Inspection Checklist | | Dean/Director/Dept. Chair |  |  |
|  | Class Observations – (F2F & Online) | | Dean/Director/Dept. Chair |  |  |
|  | College & Career Readiness | | Dr. Elmore Lowery |  |  |
|  | Counseling | | Dr. Louanna Castleman |  |  |
|  | Course Scheduling | | Dean/Director/Dept. Chair |  |  |
|  | Credit for Prior Learning | | Dr. Louanna Castleman |  |  |
|  | Curriculum Revisions | | Karen Williams |  |  |
|  | Datatel Security Class Standards | | Robin Deavers / Tracy Verrier |  |  |
|  | Dental Clinic | | Darla Hudock |  |  |
|  | Developmental Education – Math | | Joyce Lewis |  |  |
|  | Developmental Education – English & Reading | | Sarah Bruton |  |  |
|  | Disability Support Services | | Casey Groover |  |  |
|  | Document Control | | Krista Smith |  |  |
|  | EAP Referrals | | Barbara Poggetti |  |  |
|  | Early Childhood Center | | Alecia Paschal |  |  |
| **Check Items to be Completed** | **Professional**  **Development**  **Discussions** | | **Presenter** | **Signature**  **of Presenter** | **Date**  **Completed** |
|  | Evaluating Credentials | | Academic Deans |  |  |
|  | Facility Maintenance | | Steven Arndt |  |  |
|  | FERPA | | David Sullivan |  |  |
|  | Financial Aid & Scholarships | | Regina Anglin |  |  |
|  | Ft. Bragg Office | | Jason MacDonald |  |  |
|  | Global Education | | Gerald Daniel |  |  |
|  | Graduation Process | | Dr. Louanna Castleman |  |  |
|  | Grants Development | | Dr. DeSandra Washington |  |  |
|  | High School Connections | | Debra Fulton |  |  |
|  | Horticulture Education Center | | Robin Pusztay |  |  |
|  | ISA’s, Articulation Agreements & MOU’s | | Dr. DeSandra Washington |  |  |
|  | JOBS Center | | Virlyn Rice |  |  |
|  | Keys/Building Access | | Carla Dewitt |  |  |
|  | Law Enforcement/Emergency Management Center | | Yovana Vest |  |  |
|  | Library | | Larry Gavin |  |  |
| **Check Items to be Completed** | **Professional**  **Development**  **Discussions** | | **Presenter** | **Signature**  **of Presenter** | **Date**  **Completed** |
|  | LOR (Learning Objects Repository) | | David Smith |  |  |
|  | Male Mentoring Program and Process | | Antonio Jackson |  |  |
|  | Management Information Services/IT (Lab Upgrades, etc.) | | Pamela Scully |  |  |
|  | Math Refresher | | Tara Washingston |  |  |
|  | Military Business Center | | Scott Dorney |  |  |
|  | Online Standards | | David Smith |  |  |
|  | Outside Events Scheduling | | Sarah Gibbs |  |  |
|  | Performance Appraisals | | Carl Mitchell |  |  |
|  | Performance Improvement Plans | | Carl Mitchell |  |  |
|  | Perkins Grant | | Pamela Gibson |  |  |
|  | PFHE (Parents for Higher Education) | | Genelle Blue |  |  |
|  | Placement Testing & Assessment Office | | Adrienne Murphy |  |  |
|  | Posting Vacancies | | Gail Davis |  |  |
|  | Professional Development | | Barbara Poggetti |  |  |
|  | Program Reviews | | Dr. DeSandra Washington |  |  |
| **Check Items to be Completed** | **Professional**  **Development**  **Discussions** | | **Presenter** | **Signature**  **of Presenter** | **Date**  **Completed** |
|  | Purchasing/e-Procurement | | Amy Samperton |  |  |
|  | Recruitment Activities | | Raquel Booyer |  |  |
|  | Registrar’s Office Process | | Melissa Ann Jones |  |  |
|  | SACS | | Senior VP for Academic & Student Services/ Tracy Verrier |  |  |
|  | Spring Lake Campus | | Dr. DeSandra Washington |  |  |
|  | Standing & Quality Committees | | Tracy Verrier |  |  |
|  | Student Activities/SGA Programs and Processes | | Gerald Daniel |  |  |
|  | Student Drops / Withdrawals & Reinstatements | | Melissa Ann Jones |  |  |
|  | Student Learning Center | | Kareka Chavis |  |  |
|  | Substantive Change | | Tracy Verrier |  |  |
|  | Success Closet | | Daisy Foxx |  |  |
|  | Surplus/Obsolete Equipment | | Dean/Director/Dept. Chair |  |  |
|  | Travel Requests | | Mae Rogers |  |  |
|  | VA Programs and Processes | | Cynthia Rodriguez |  |  |
|  | Website Development | | Mary Mitchell |  |  |

| **Supervisor Comments/Notes:** |
| --- |

| **Completion Due Date:** |  |
| --- | --- |

**Signatures after completion:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee** |  | **Date** |  | **Supervisor** |  | **Date** |