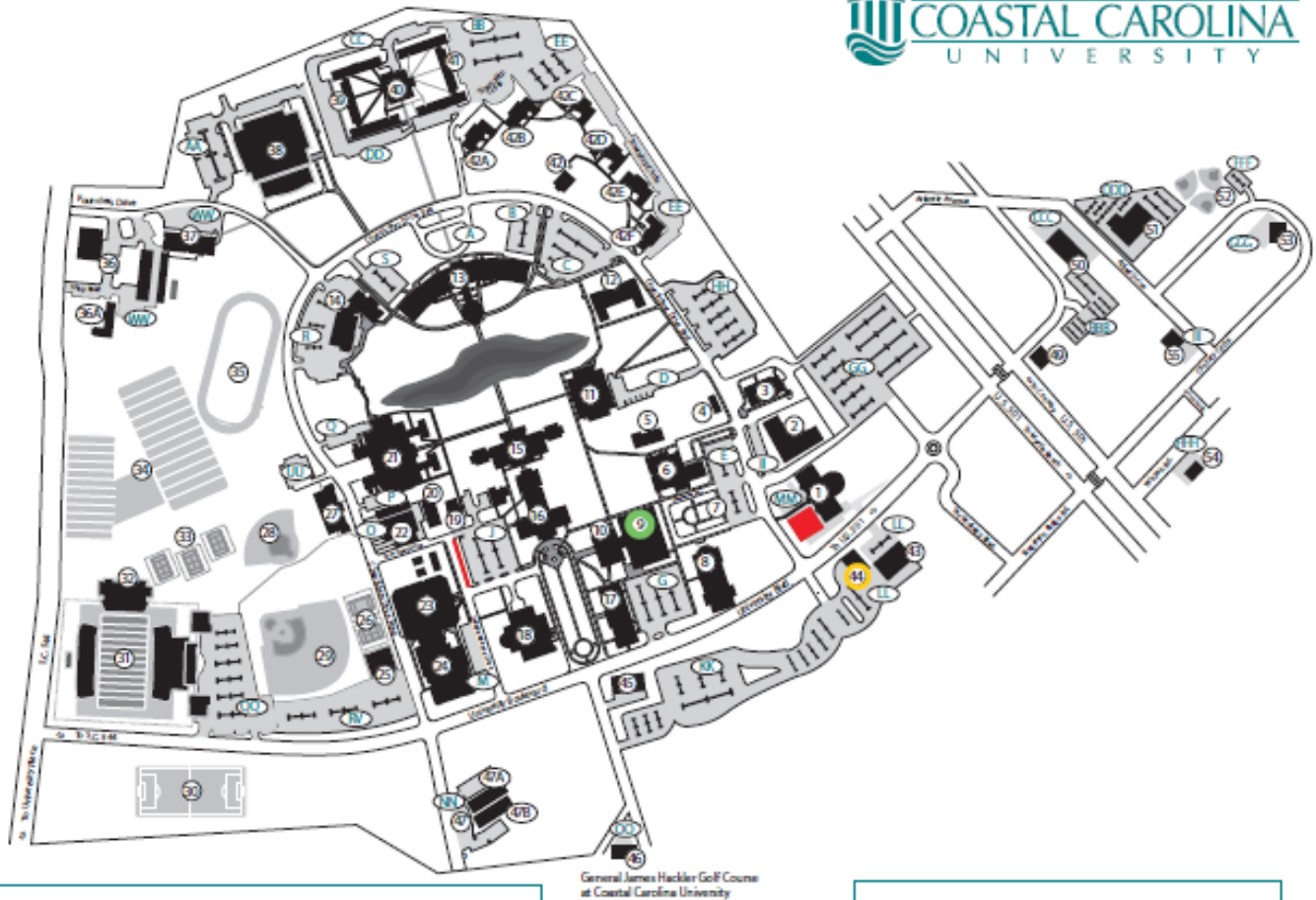


ONBOARDING TOOLKIT

FOR NEW EMPLOYEES

HUMAN RESOURCES
AND EQUAL OPPORTUNITY




For Visitor Parking:

First go to building #44 (Dept. of Public Safety) and pick up a visitor parking permit. You may then park in any parking space on campus designated as "visitor". Place the red visitor parking permit card on the dash of your car in clear view.

For Traffic and Parking Rules and Regulations, visit the CCU website

coastal.edu/safety

and click on Traffic and Parking.

Campus Map Key

- | | | |
|--|--|--|
| 1 Bill Baxley Hall (BAXL) (Rotunda-Welcome Center / Admissions / Office of Student Accounts / CINO Card Office) | 20 Laurel Center (Photography) | 42 The Woods Residence Halls |
| 2 Horry County Scholars Academy (under construction) | 21 Thomas W. and Robin W. Edwards College of Humanities and Fine Arts (EHFA) | 42A. Palmetto 42D. Maple |
| 3 Kingston Hall (Financial Aid) | 22 Hampton Hall (Video / Media Services) | 42B. Elm 42E. Cypress |
| 4 Evergreen (EVGR) (R.O.T.C.) | 23 Kimbel Arena (Intramural Basketball) | 42C. Dogwood 42F. Oak |
| 5 Central Energy Plant | 24 Williams-Brice Recreation Center (WB) | 43 Student Health Center (STHC) (Student Health Services / Counseling Services) |
| 6 Lib Jackson Student Center / CINO Grille (STCR) | 25 Boni Belle Hitting and Practice Facility | 44 Department of Public Safety (under construction) |
| 7 Spadoni Park / Graham Family Bell Tower | 26 Joseph W. Holliday Tennis Practice Courts | 45 Lackey Chapel |
| 8 Wheelwright Auditorium (WHE L) | 27 Arcadia Hall (ARCA) (Athletic Administration) | 46 General James Hackler Golf Course at Coastal Carolina University (JHGC) |
| 9 Kimbel Library (KLIB) | 28 Softball Field | 47 The Gardens Residence Halls |
| 10 Bryan Information Commons (BIC L) | 29 Baseball Stadium / Vrooman Field | 47A. Azalea 47B. Magnolia |
| 11 R. Cathcart Smith Science Center (SCI) | 30 Soccer Field | 48 University Place |
| 12 Swain Science Center (KESH) | 31 Brooks Stadium / Benton Field | 49 Human Resources and Equal Opportunity / Payroll |
| 13 E. Craig Wall Sr. College of Business Administration (WALL) | 32 Adkins Field House (ADF1) | 50 Burroughs & Chapin Center for Marine and Wetland Studies (BCMW) |
| 14 Clay D. Brittain, Jr. Hall (BRTH) | 33 Billy Nichols Tennis Center | 51 Coastal Science Center (CSCC) (Printing Services / Academic Testing Center) |
| 15 Eldred E. Prince Building / University College (PRIN) | 34 Athletic Practice Fields | 52 Intramural Fields (INFD) |
| 16 Edward M. Singleton Building (SNG L) | 35 Track and Field Facility | 53 Atlantic Hall (Procurement / Shipping & Receiving) |
| 17 Keams Hall (KRNS) / Spadoni College of Education | 36 Facilities Planning & Management Complex | 54 University Band Hall (CCBH) |
| 18 Athenaeum Hall (ATNM) (Alumni Relations / Department of Public Safety / Office for Philanthropy) | 36A. Facilities Administration / Projects & Planning | 55 Department of Environmental Health and Safety / Transportation |
| 19 Indigo House (INDO) (Career Services Center) | 37 Sands Hall (SAND) (U.S. Post Office) | |
| | 38 HTC Student Recreation and Convocation Center (SRCC) (Bookstore) | |
| | 39 Ronald G. Eaglin Residence Hall (EAG) | |
| | 40 Fred W. Hicks Dining Hall (DHAL) | |
| | 41 Ronald R. Ingle Residence Hall (ING) (Office of University Housing) | |

Visitor Parking = ●

07/13



Congratulations on your new position with Coastal Carolina University!

While you are probably excited about your upcoming role, there may also be a bit of anxiety as you start your new journey. We want your onboarding experience to be positive and bring clarification that you made the right choice in choosing Coastal Carolina University. The process begins before your start date and continues to develop when you attend New Employee Orientation. This guide will help direct you in the upcoming months with helpful ways to get involved with the CCU community as well as integrating yourself in your new environment and role. We look forward to working with you!

Your onboarding process should assist you in:

1. Making a positive adjustment to your new environment
2. Building strong working relationships
3. Becoming a part of Teal Nation
4. Giving you a foundation to help grow and develop your talent
5. Shorten the learning curve to help your adjustment go as smoothly as possible.

Onboarding Support Guide

This guide is designed to assist in facilitating a positive onboarding experience with CCU. Our goal is to give you as many tools as possible in a manner that integrates you into the culture of CCU while also learning about your new role. It is divided into sections and each section has checklists with suggestions for how to make your transition go as smoothly as possible.

- Introduction – page 2
- New Employee Orientation – page 4
- First Day and First Week – pages 5
- First 30 Days - page 6
- First 60 Days - page 7
- First 6 Months - page 8
- Individual Development Plan (IDP) - pages 9-18

FUN FACTS ABOUT CCU



What does CINO mean?

Coastal is Number One (CINO) is a student spirit theme adopted in the late 1960s by the Coastal cheerleaders and encouraged by then-Coastal administrator Larry Biddle, who also served as basketball and baseball coach. CINO had a prominent role during the early years of athletics and has recently been revived as a rallying call for Chanticleer fans. In 1977, Coastal's athletic booster club was founded and was aptly named the CINO Club. With the advent of football in 2003, the organization name was changed to the Chanticleer Club and later to the Chanticleer Athletic Foundation.

How do you pronounce the school's mascot Chanticleer?

SHON-ti-clear. You also hear Coastal's athletic teams referred to in abbreviated form as the Chants (SHONTS) The mascot is called Chauncey.

Where does Chauncey come from?

This proud and fierce rooster is derived from Geoffrey Chaucer's Canterbury Tales, specifically "The Nun's Priest Tale." In the early 1960s, Coastal's athletic teams were known as the Trojans until a group of Coastal students and their English professor-basketball coach Cal F. Maddox brought up the idea of a new mascot. It helped that the Chanticleer was from the same family of the animal kingdom as the Gamecock, the mascot of Coastal's parent institution at the time, which was an important consideration in those days. Thus the Chanticleer was born, giving the growing college its own identity and one of the most unique mascots in college athletics.

What does "Chants Up" mean?

A sign that students, staff, and faculty utilize to show their support for their beloved Chanticleers.

What is "Teal Tuesday?"

"Teal Tuesday" is a spirit day in which students, staff, and faculty show their school pride by wearing a teal shirt, teal pants, teal accessories, etc. Show your support in Teal Nation!

New Employee Orientation

Each new full-time employee is required to complete an online New Employee Orientation (NEO) by visiting train.coastal.edu. Supervisors are responsible for making sure new hires complete NEO within their first 30 days. For questions, contact the Office of Human Resources and Equal Opportunity at (843) 349-2036 or email HREOtraining@coastal.edu.

Temporary employees will also complete an online version of the New Employee Orientation.

As a new employee of Coastal Carolina University, you are required to fulfill training requirements (Mandatory Training) specific to your position which you access through an email that will be sent to you on your first day of employment. You may also access Mandatory Trainings at train.coastal.edu. On this site, you will be provided access to the mandatory training courses: Compliance and Ethics, Family Educational Rights and Privacy Act (FERPA), General Safety, Information Security Awareness, Protection of Minors, S.A.F.E. Response to Violence, Sexual Harassment and Title IX. New employees will have 30 days to complete mandatory training starting the day an initial email notice is received from the Office of Human Resources and Equal Opportunity and 60 days to complete in person S.A.F.E. Response to Violence training. For more information, or questions regarding training requirements, contact the Office of Human Resources and Equal Opportunity at (843) 349-2036 or email HREOtraining@coastal.edu.

Check in with your supervisor after completing NEO.



First Day and First Week

Welcome!

Welcome to CCU! We are pleased to welcome you as the newest member of our Coastal Carolina University family. We hope you will find work here rewarding and challenging. Much is expected from you, but we believe you will deliver, excel, and make us all proud. We are all working for a common goal and your contribution is integral. We are glad you have joined our Teal Nation!

First Day Expectations

- Meet your new departmental team/colleagues as well as introductions to campus-wide partners that you will work closely with and/or encounter through your new role.
- Receive an overview of the first day and first work week from your supervisor (i.e. expectations, activities, priorities, etc.)
- Review your position description with your supervisor and learn what is expected of you in the 1st week, 1st month, 3 months, 6 months and first year of employment.
- Receive name badge and business cards (if applicable).
- Familiarize and get acquainted to your new office location including office work space, copy room, office supply area, break/lunch area, restrooms, etc.
- Receive keys and/or other items to gain access to office, equipment etc. and learn how to open/close office if appropriate.
- Get an overview of the CCU functional chart, mission, vision and values.
- You will need to obtain a CCU employee ID called a CINO Card (Coastal is Number One) – located in Lib Jackson Student Union, Room A103. The card has multiple uses on campus and should be carried at all times to identify yourself as a member of the University community. [CINO card](#)
- You will also need to obtain a parking decal from Public Safety. Parking permits are required for vehicles on CCU campus. [Public Safety](#)
- Set up a personalized voicemail message greeting on your phone and discuss protocol for answering the phone with your supervisor.
- Learn how to use equipment related to their position (i.e. copier, fax, tools, etc.) Ask for codes if you need them to operate the equipment.
- Learn more about CCU's Learning Management System - [Moodle](#).
- Take a look at the CCU email system and office computer network.
- Employee time and leave is submitted through Employee Self Service Time Entry and/or Leave Requests. To access Self Service, go to <https://sservice.coastal.edu/Student/HumanResources/Home> and log in. If your position is Exempt, you will report Leave. If your position is Non-exempt, you will use Time Entry. Leave balances and leave history are available from the Leave section and Time History is available under Time History. You can also view your Earnings Statement (pay stub) from Employee Self-Service. Training documents and other information is available on Payroll's Resources page. <https://www.coastal.edu/payroll/insidepayroll/resources/>
- If you are having issue with your computer or have questions related to technology check out the Information Technology Services (ITS) page for more information – [ITS](#).

First 30 Days

Mandatory Training

- Complete mandatory training. New employees will have 30 days to complete mandatory training starting the day an initial email notice is received from the Office of Human Resources and Equal Opportunity and 60 days to complete S.A.F.E. Response to Violence training. [Mandatory Training](#)
- Complete benefits enrollment with a member of the benefits team and make retirement selection electronically.

Professional Development

- Learn about professional development opportunities with CCU by visiting <https://www.coastal.edu/tdse/professionaldevelopment/> (Bookmark link for future use. Take a look and see what is interesting to you for your job role and keep it in mind for the upcoming months. If appropriate sign-up.) [CeTEAL](#)

CCU Culture Integration

- Learn about Teal Nation and how to get involved on campus - [Campus Life](#)
- Read about CCU history and traditions information as well as watch video on the unique creation of our institution - [History and Traditions](#)
- Check out different dining opportunities on campus - [Campus Dining](#)
- Learn about CCU Shuttle Information - [Shuttle System](#)
- See activities at the Lib Jackson Student Union for overview of student life including movie theater, game room, lounge spaces and more - [Lib Jackson Student Union](#)
- Learn about the HTC recreation facility and take advantage of utilizing the HTC Center and group fitness classes for FREE – [Campus Recreation](#)

First 60 Days

Mandatory Training

- Check to make sure all mandatory training has been completed - [Mandatory Training](#)
- Check status of S.A.F.E. Response to Violence training – must be completed within 60 days of initial online notification - [Mandatory Training](#)

Professional Development

- Go to Training, Development and Service Excellence website and sign-up for two professional development opportunities that seem interesting to you during the next two months. What areas are you interested in learning more about? What areas do you feel passionate about? (Discuss with supervisor for approval.) [TDSE Registration](#)
- Consider taking Safezone training to promote diversity and inclusion - [TDSE Registration](#)

CCU Culture Integration

- Explore CCU community service volunteer opportunities both on and off campus - [Community Service Opportunities](#)
- Learn about CCU's Outdoor Programs - [CCU University Recreation Outdoor Programs](#)
- Become involved with CCU through Civic Engagement - [Civic Engagement](#)
- Take a look at the Cultural Arts Calendar - [Cultural Arts](#)
- Attend a sporting event - [CCU Sports](#)
- Check out our Veteran's Services Office - [Veterans Office](#)
- Take a look at the Atheneum to see latest happenings at CCU - [Atheneum](#)
- Visit the Chanticleer Store - [CCU Bookstore](#)

First 6 Months

Professional Development

- Take a look at the Staff Senate meeting minutes to get current on issues involving staff at CCU - [Staff Senate](#)
- Consider taking Cliftons Strengths Assessment to fulfill the campus wide approach to strengths training. Check with the supervisor of your department in order to take the test. The fee will need to be paid by your department. Once completed add it to your signature line.
- Ask your supervisor to complete a check-in/evaluation with you. Discuss expectations and evaluate what you have accomplished. If you have questions or need more training in an area this is a good point to express that need and set a plan of action for how to accomplish it. Feedback is an important part of the learning process. Without feedback you may not know what areas are working and what areas you need to improve. The best place to receive that information is an informal evaluation with your supervisor.
- Learn about President's Town Hall or Provost's Town Hall Meetings dates – ask your supervisor for upcoming dates
- Explore how to help CCU be more ecologically friendly through sustainability. Sustainability bring together students, staff, faculty and the community at Coastal Carolina University. You can commit to be sustainable by recycling, reducing your waste, riding your bike or volunteering your time. [Get Involved - CCU Sustainability](#)



Onboarding at Coastal Carolina University Individual Development Plan

Employee Name: _____
Supervisor Name: _____
Department: _____
Position: _____

Welcome to Coastal Carolina University! This Individual Development Plan (IDP) offers a structured method for helping new employees develop skills and capabilities early in their time with CCU. The IDP is not a work plan or performance document to be rated by the manager during the mid- year or year- end performance reviews. IDP's include development goals, success criteria and identification of additional activities and serves as a roadmap for professional development that promotes skills and behaviors needed for success in their current role.

These sections are for you to identify development goals- goals that are learning oriented and support higher level performance within the employee's current job and transition period to the department and position. Please complete the sections of the Individual Development Plan (IDP) with your supervisor to ensure that you are being set up for success during your onboarding time with CCU.

Consider asking your manager to review and discuss your "IDP rough draft." When you meet with your manager to review the IDP draft, walk through what you have proposed. Explore any differences in perception between you and your manager with respect to areas you have targeted for development. Discuss your development plans as they relate to your current job and to your future career aspirations. Ask your manager to suggest on-the-job and external development resources to assist you with your planned development efforts.

First 30 Days

Use this section to identify three learning oriented SMART goals that you see as important for you to accomplish within the first 30 days. SMART goals are specific, measurable, achievable, relevant, and time-based. A SMART goal formula may help as you create your specific learning goals for the next 30 days.

<u>Goal Statement</u>	<u>What makes it SMART</u>
Do _____ ...	Specific action taken.
In order to _____...	to achieve measurable, relevant result
By _____	Within a certain time frame

My Goals: 1.

- 2.
- 3.

Example: "I will learn everyone's name and overall responsibilities to better understand my new department by June 15."

Success Criteria for my Goals:

Success criteria refers to the measurable terms of what should be the outcome of the development goal that is acceptable to the employees, supervisor and mission of the department.

Goal #1:

Goal #2:

Goal #3:

Example: "Goal #1: By June 15, I will be able to identify all employees in my department by their first names and know their work positions."

3E Development Activities

Using the 3E Development Activities Model, consider development activities that align with the “70-20-10 Rule” for the IDP. These activities should reflect a mix of experience (70%), exposure (20%), and education (10%) to meet your development goals as shared above. Activities associated with exposure (learning through others) and education (learning through classroom or other formal instruction) would play secondary roles to experiential, on-the-job learning.

Work with your supervisor to identify possible developmental activities that would help to achieve desired development goals.

70% - Experience - On the job learning

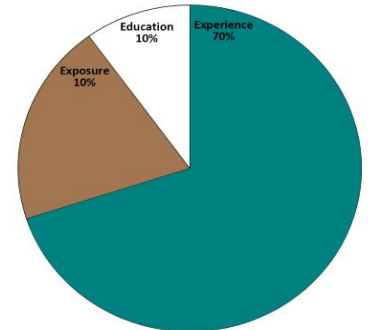
- 1.
- 2.
- 3.

20% - Exposure - Mentoring and coaching for informal learning

- 1.

10% - Education – Formal learning including professional development

- 1.



Personal Reflection Questions:

Please take time to complete after the first 30 days.

1. Which goals were easier to accomplish and why? Which goals were more difficult and why?

2. How well did I do meeting target dates?

3. What knowledge, skills and abilities have you been able to develop?

4. How did the University benefit from your development goal?

5. Where do I still need additional training and resources to accomplish these goals and my job responsibilities?

Employee and Supervisor Notes:

My signature acknowledges that I have created the individual development plan as outlined above and have reviewed the material with my supervisor (signature below).

Supervisor Signature

Date of Completion

Employee Signature

Date of Completion

First 60 days

Use this section to identify three learning oriented SMART goals that you see as important for you to accomplish within the first 60 days. SMART goals are specific, measurable, achievable, relevant, and time-based. A SMART goal formula may help as you create your specific learning goals for the next 30 days.

Goal Statement

What makes it SMART

Do _____ ...

Specific action taken.

In order to _____...

to achieve **measurable, relevant** result

By _____

Within a certain **time** frame

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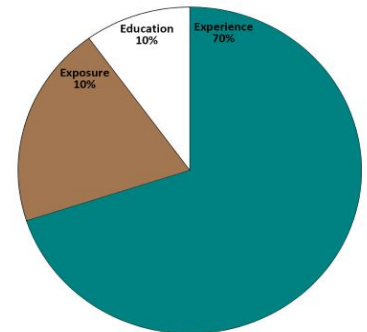
- 1.
- 2.
- 3.

20% - Exposure - Mentoring and coaching for informal learning

- 1.

10% - Education – Formal learning including professional development

- 1.



Personal Reflection Questions:

Please take time to complete after the first 60 days.

1. Which goals were easier to accomplish and why? Which goals were more difficult and why?

2. How well did I do meeting target dates?

3. What knowledge, skills and abilities have you been able to develop?

4. How did the University benefit from your development goal?

5. Where do I still need additional training and resources to accomplish these goals and my job responsibilities?

Employee and Supervisor Notes:

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Supervisor Signature

Date of Completion

Employee Signature

Date of Completion

First Six Months

Use this section to identify three learning oriented SMART goals that you see as important for you to accomplish within the first six months. SMART goals are specific, measurable, achievable, relevant, and time-based. A SMART goal formula may help as you create your specific learning goals for the next 30 days.

Goal Statement

What makes it SMART

Do _____ ...

Specific action taken.

In order to _____...

to achieve **measurable, relevant** result

By _____

Within a certain **time** frame

My Goals: 1.

2.

3.

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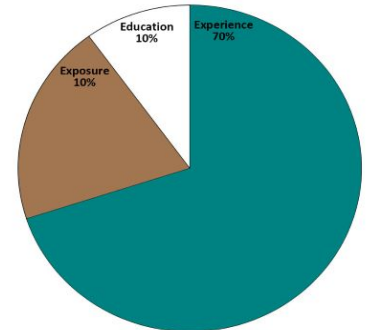
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- 2.
- 3.

20% - Exposure - Mentoring and coaching for informal learning

- 1.

10% - Education – Formal learning including professional development

- 1.



Personal Reflection Questions:

Please take time to complete after the first six months.

1. Which goals were easier to accomplish and why? Which goals were more difficult and why?
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