

# OBERLIN

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COLLEGE & CONSERVATORY

Department of Human Resources



## On-boarding Guide for New Employees

# Employee Resources

**Joseph Vitale, Jr.**  
Chief Human Resources Officer

As CHRO, I would like to welcome you to Oberlin College! We want to ensure that your on-boarding experience is a smooth and successful one.

As an employee of Oberlin College, you are a member of our diverse community with renowned faculty, dedicated staff and inspired students. As we often say, "Oberlin is a place of intense energy and creativity, built on a foundation of academic, artistic, and mutual excellence." Our human resources team will do all we can to help you acclimate to our campus. We hope that you find this on-boarding guide a useful tool to assist you in getting to know and navigate some of those "first steps" as you settle in to your new position and to the larger Oberlin College community. In this guide, you will find many resources available to you as well as communication tools to assist you in staying connected. We feel strongly that the more you know about our college, the more you will benefit from being a part of our community.

As you become accustomed to your new work setting, please feel confident to reach out to your department supervisor or one of our HR staff members to assist you. We are pleased you have chosen to be a part of Oberlin and look forward to your contributions to its success!

**Maggie Nieves**  
Deputy Human Resources Officer

Welcome to Oberlin College! We are happy you have chosen our College to continue your career. Our campus is a place where academic and operational excellence thrives. 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 multi-talented, employee mix. I encourage you to review this guide, which is filled with important information that will help you navigate your early days on campus.

I wish you a pleasant beginning to your new role and I thank you in advance for the many valuable contributions we know you will make to your unit and to the College.

## Your Supervisor / 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 work place/location.
- Reporting of work time and how to report off.
- College closures; holiday, weather, other emergency.

## Department of Human Resources Directory

**Web:** <https://www.oberlin.edu/human-resources>

**Email:** [human.resources@oberlin.edu](mailto:human.resources@oberlin.edu)

**Phone:** 440-775-8430

## Compensation & Benefits

<https://www.oberlin.edu/human-resources/health-benefits>

<https://www.oberlin.edu/human-resources/compensation-payroll>

## Employee & Labor Relations

<https://www.oberlin.edu/human-resources/employee-and-labor-relations>

## Employment & Talent Acquisition

<https://www.oberlin.edu/human-resources/jobs>

## Documents, Procedures and Communications

<https://www.oberlin.edu/human-resources/documents-procedures-communications>

This guide is intended to help new employees with the onboarding process. If you have any questions, contact the Department of Human Resources. Welcome to Oberlin!



# Additional Resources

## Academic Areas

<https://www.oberlin.edu/dean-of-the-college-of-arts-and-sciences>

<https://www.oberlin.edu/dean-of-the-conservatory>

## Communication Resources

<https://www.oberlin.edu/registrar/academic-calendar>

<https://www.oberlin.edu/news/campus-news>

<https://www.oberlin.edu/>

## Campus Safety & Parking Information

**If your contact information changes, remember to update Campus Safety on this site.**

<https://www.oberlin.edu/campus-safety>

<https://www.oberlin.edu/campus-safety/parking>

## Employee Assistance Program (EAP)

<https://www.oberlin.edu/human-resources/health-benefits/mental-health-substance-abuse>

## Office of Equity, Diversity & Inclusion

<https://www.oberlin.edu/equity-diversity-inclusion>

## ObieSafe

<https://www.oberlin.edu/obiesafe>



## Mission & Values

Oberlin College, an independent coeducational institution, holds a distinguished place among American colleges and universities. Oberlin was the first college to grant undergraduate degrees to women and, historically, was a leader in the education of African Americans. The Oberlin community is known for its academic and musical excellence and its commitment to social engagement and diversity.

## Mission Statement

Oberlin educates students for lives of intellectual, musical, and artistic rigor and breadth; sustained inquiry, creativity and innovation; and leadership. Oberlin aims to prepare graduates with the knowledge, skills, and perspectives essential to confront complex issues and to create change and value in the world.

Oberlin is committed to educational access and opportunity. It seeks to offer a diverse and inclusive residential learning environment encouraging a free and respectful exchange of ideas and shares an enduring commitment to a sustainable and just society.

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<https://www.oberlin.edu/>

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## How to locate colleagues

### Campus Directories

Offices: <https://www.oberlin.edu/offices>

Directory: search name, department, job title

<https://www.oberlin.edu/about-oberlin/contact-us/directory>

Facilities: <https://www.oberlin.edu/facilities>

## Checklist

Complete these steps to ensure you don't miss a thing.

### BEFORE COMING TO CAMPUS

- Did you complete all New Hire Paperwork?
- Provide Human Resources with your I-9 documents.
- Respond to an email from CIT to set up your Obie ID and email account.
- If benefits eligible, sign up for a benefits orientation with Human Resources, Benefits Coordinator

### ON THE FIRST DAY or TWO

- Get acquainted with office space. Set up office/desk.
- Tour office and campus.
- Go to ID Card Office
- Get computer set up and ask for assistance.
- Order a Parking Pass in Overview portal.
- Review safety department procedures.
- Inquire about office keys
- If benefits eligible, submit enrollment forms to Human Resources.
- Review job description and office policies.
- Ask about timekeeping and how to request vacation or time off.
- Get to introduced to co-workers

### WITHIN FIRST FEW WEEKS

- Update address with Human Resources if you are new to the area. Go to **Overview**, search Self Service.
- Review college campus website and review all areas that apply to your job or area. <https://www.oberlin.edu/>
- Schedule employee picture with Office of Communications. [communications@oberlin.edu](mailto:communications@oberlin.edu)
- Please add your cell phone number to receive emergency notifications from the college. Go to Overview, **Self Service** to update.

## Get Connected

Life at college is busy and often stressful. There's not much time to deal with technology frustrations. Use this link to see all the Center for Information & Technology has to offer. Open a Help Desk ticket if you have software or hardware needs.

### Technology Services & Help Desk

<https://www.oberlin.edu/cit>

Speak with your department manager about the system access needed to do your job. Is your email set up?



## Find Your Way Around Campus

The Admissions Office provides tours of the campus, led by student admissions ambassadors. Tours and information sessions are typically offered each weekday and on most Saturdays during the academic year.

Please refer to the [Admissions Calendar](#) for availability and to register for a tour.



You can also take a virtual tour of the campus [online](#).