

Indiana State University  
Nursing Orientation Information for  
Newly hired faculty or staff

Resources for information may be found in the University Handbook, the Nursing Handbook, the Student Handbook, the Nursing Web site and the Learning Resource Center section of the web page as well (many questions can be answered there). Procedure manuals are available for the support staff, professional staff, and certain offices.

The building coordinator (Mark Schaffer) orders support staff a name insert for his/her desk or wall as indicated. For faculty/professional staff, he will order a name strip for the office wall sign. Normal work hours are 8:00 AM - 4:30 PM Monday through Friday with lunchtime for support staff usually 11:45 AM - 1:00 PM. The Dean's administrative assistant will order you a key which will be for your office, all common areas such as classrooms, lounges, copy/mailroom etc., and a key for entrance doors (north, east and west sides) to the building. New faculty will have to pick up a black media cabinet key after talking to the Dean's Administrative Assistant to order one (or will be given one at the University New Faculty Orientation). All of the keys need to be personally picked up at Facilities Management.

All new employees need to complete the Office Permission form at [https://indstate.qualtrics.com/SE/?SID=SV\\_cVb5eRQRcxMJszz](https://indstate.qualtrics.com/SE/?SID=SV_cVb5eRQRcxMJszz) to either allow or deny office access to ISU personnel for essential/official purposes.

New employees need to contact Tony Campbell ([Photography Services](#)) to make an appointment to have a picture taken for the online directory.

Telecommunications has reset your office phone so that a new personal greeting can be recorded (tutorial can be put on the phone for assistance). There are telephone orientations offered on campus for newly hired individuals if you desire to attend.

The LRC maintains records regarding the building inventory so if anyone wants to move any University owned furniture from one area to another, the Director / Technology Coordinator needs to know. The Building Coordinator needs to be consulted if any permanent changes to your office space are desired such as mounting something on the wall or painting anything as there are costs involved for specific changes.

Each office is generally equipped with a desk, chair, file cabinet, bookcase, and wardrobe (optional). Please see the assigned support staff person for additional office supplies needed. If anyone has problems with the building temperature, repairs, leaks, etc., please contact the Building Coordinator. He is the liaison/contact person for all electricians, movers, carpenters, painters, etc.

Signage is not to be placed on the elevator or walls / doors in the building.

Rhonda Reed, Director / Technology Coordinator in the LRC is the contact person for computer needs and is our web maintainer. Rhonda offers orientations to our multimedia cabinets/equipment for correct usage and security. There are always computer workshops available for employees on

campus with online registration and information especially helpful if not familiar with the programs used by the University. There is also online training via Sycamore eLearning via the MyISU portal.

Rhonda also does the room scheduling and reservations of equipment / supplies / recruitment equipment for our building. All requests need to be sent via the web form at [http://indstate.qualtrics.com/SE?SID=SV\\_5clHo0jN2vhhE9K&SVID=Prod](http://indstate.qualtrics.com/SE?SID=SV_5clHo0jN2vhhE9K&SVID=Prod) This form sends an email with all needed information to both Rhonda and to the email address entered onto the form. You will also be able to download a pdf of your request when you complete the form. A confirmation will be sent to you when the reservation is confirmed.

The Student Lounge (Rm 206) has a microwave oven and refrigerator. Beverage and snack machines are located across from this lounge. A soft drink machine is also located on the first floor. There are no change machines available in the building. Problems with vending machines should be reported to the Building Coordinator. An OIT printer for students is located on the 2<sup>nd</sup> floor (Rm 214).

Carol Layton will assign mailboxes to new employees with the name/label in place. Mail comes mid-afternoon. The administrative assistants rotate the locking of rooms at the end of the day (4:30 PM approximate). Please remember to lock your office door when leaving (even if going to return shortly) as thefts have occurred in our building when an area is not locked.

We have an Emergency Preparedness Plan which can be found on the Nursing web site at <http://www.indstate.edu/health/sites/health.indstate.edu/files/nursing-emergency-plan.pdf> You may be asked for a home phone number for a roster and the Building Coordinator also needs the information as a part of his responsibility as the Emergency Preparedness representative.

The LRC Director / Technology Coordinator has a sign on her office door (Rm 208) to indicate her locations when not in her office so that she can be quickly located if needed.