

# New Professional Training Orientation

## Welcome & Get Acquainted—First Week

- Tour of office with employee introduction
- Office keys (email Tamara- physical plant)
- Telephone access code (Cherrise Gaster- campus technology)
- FMU Faculty/Staff ID
- System Access:
  - ❖ EMAS Pro—username and password
  - ❖ BosaNova—username and password
- Email Account (HR)
- Human Resources paperwork
- Parking Permit (HR)
- Informational Tour of Campus
- Introduce Office of Admissions Publications and website
- Observe Office of Admissions daily processes
- Sit in on at least 3-4 counseling sessions with various admissions counselors
- Order business cards
- Place shirt/polo order (Mr. Higgs-Champion ESP.)
- Place nametag order (American Trophy Company)
- Add Counselors name to the FMU Website
- Meet with Designated Trainer daily (minimum of two weeks)

## Orientation to the Office of Admissions—Weeks 1-3

- Understand importance of maintaining regular office calendar and how to properly utilize it (do from this point on)
- Meet with Designated Trainer about your specific duties
  - ❖ Tours
  - ❖ Files
  - ❖ Territory
  - ❖ Special Projects
- Give practice information session and tour (must be done by end of second week)
- Crash course to front desk operations (whole day within first two weeks)
- Read letters being sent to students and help with stuffing/processing mail
- File Evaluation training
  - ❖ How read a file
  - ❖ What's needed to make a decision
  - ❖ Methods to double check your decision

## Continued Training—Weeks 4-8

- Meet with you assigned senior counselor on a weekly basis
- Work freshman files without direct supervision (all files must be checked off after your evaluation by your senior counselor)
- Begin obtaining information about Special Projects/start working on Special Projects

## Continued Training—Weeks 9-12

- Establish file review expertise for freshman files (aka—be signed off to evaluate on your own☺!)
- Start Annual Review Preparation—establish SMART goals with your senior counselor for your first year (3-5 goals total)
  - ❖ **S**pecific
  - ❖ **M**easurable
  - ❖ **A**ttainable
  - ❖ **R**ealistic
  - ❖ **T**ime-bound