

SAM HOUSTON STATE UNIVERSITY DIVISION OF STUDENT AFFAIRS
Departmental Onboarding for New Employees Form

New Employee Name

Employee Area (Department)

Supervisor's Name

Beginning Date of Employment

The following is a list of the departments/areas in the Division of Student Affairs at Sam Houston State University. Each new employee is required to schedule a meeting through the appropriate department contact who will set up a brief meeting and tour of facilities and program orientation with one of your professional peer's. It is highly recommended that this task be completed **within 90 days** of the initial date of employment.

Your colleague will **sign and date** (in the space provided below) when each visit has concluded. The supervisor will follow through with the new employee to ensure the task is complete. Once complete, the hiring department will keep the form for their records.

Scheduling Contact and Location	Office of the VP for Student Affairs	Date/Time
Contact: Debbie Nichols nichols@shsu.edu LSC310		
Scheduling Contact and Location	Counseling Center	Date/Time
Contact: Jennifer Harlow jlh045@shsu.edu William R. Powell Bldg. 2 nd Floor (Next to Old Main Market)		
Scheduling Contact and Location	Dean of Students	Date/Time
Contact: Teresa Bird tlb022@shsu.edu LCS 210		
Scheduling Contact and Location	Student Involvement: Leadership & Service	Date/Time
Contact: Erika Lawrence ewright@shsu.edu LSC 326		
Scheduling Contact and Location	Lowman Student Center	Date/Time
Contact: Jessica Kemmerling jlj015@shsu.edu LSC 331		
Scheduling Contact and Location	Campus Recreation	Date/Time
Contact: Heather Dolezal hdolezal@shsu.edu Health & Kinesiology (Located within the RecSports Center)		

Scheduling Contact and Location	Residence Life	Date/Time
<i>Contact: Robin Pierson</i> rlm057@shsu.edu Lone Star Hall 101 (across from Counseling Center)		
Scheduling Contact and Location	Services for Student with Disabilities	Date/Time
<i>Contact: Terra Dougan</i> ted025@shsu.edu Lee Drain Annex		
Scheduling Contact and Location	Campus Activities & Traditions	Date/Time
<i>Contact: Megan Ellisor</i> mme014@shsu.edu LSC 215		
Scheduling Contact and Location	Student Health Center	Date/Time
<i>Contact: Shannon Edwards</i> srr025@shsu.edu William R. Powell Bldg. 2 nd floor #264 (next to Old Main Market)		
Scheduling Contact and Location	Student Wellness	Date/Time
<i>Contact: Lindsey Lopez</i> srr025@shsu.edu RSC Suite 115 Bowers Blvd.		
Scheduling Contact and Location	Student Legal & Mediation Services	Date/Time
<i>Contact: Taylor Keen</i> tnk006@shsu.edu LSC 327		

The supervisor and employee will review the program checklist on or about the third day of employment.

Date of program's conclusion _____