 St. Cloud State University

720 4th Ave S, St. Cloud, MN 56301-4498

(320) 308-0121

stcloudstate.edu

**SUPERVISOR--PLEASE FILL OUT THE HIGHLIGHTED AREAS BELOW, AND DELETE THE BLUE-HIGHLIGHTED INSTRUCTIONS. SEND THIS LETTER AND AN ORG CHART TO THE NEW HIRE ALONG WITH AN EMAIL CHECKING IN WITH THEM ABOUT 1-2 WEEKS BEFORE THEIR START DATE. IF YOU DON'T HAVE A CURRENT ORG CHART, WORK WITH YOUR OAS TO CREATE ONE. CONTACT YOUR HR BUSINESS PARTNER IF YOU HAVE QUESTIONS.**

**DATE**

**NEW HIRE NAME**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I’m excited to have you join us at St. Cloud State on **START DATE.** For your first day,

We have arranged for free parking in the SCSU parking ramp for you, on the first two days of your employment. HR will have given you instructions on how to access the ramp.

On your first day, you will be coming to the **INSERT BUILDING NAME AND SPECIFIC OFFICE/ROOM** to meet with **INSERT NAME** at **INSERT TIME.** Human Resources will have already contacted you about your new hire orientation schedule. If you have any questions about the new hire orientation, please contact Human Resources at humanresources@stcloudstate.edu.

Human Resources will review parking pass information with you during the new hire orientation. You can also contact our Parking Department at stcloudstate.edu/parking for more information about parking permits for employees. St. Cloud State is also served by multiple bus routes operated by our local public transit service, Metro Bus, including the NorthStar link, which connects you to the Minneapolis/St. Paul area and communities between. You can find more information on transit service at:

<https://ridemetrobus.com>.

As a reminder, your work schedule will be from **INSERT WORK HOURS AND DAYS OF THE WEEK HERE**. Some of the key people that you will be working with are; **INSERT NAMES OF 2-3 KEY PEOPLE IN YOUR OFFICE OR OTHER OFFICES WHO THE NEW EMPLOYEE WILL FREQUENTLY WORK WITH**. We will make sure you are introduced to them within your first few days or weeks. Please see the attached organization chart showing the people in our area. **ATTACH A CURRENT ORG CHART FOR YOUR OFFICE/DEPT/AREA.** This chart will help familiarize you with the people and structure in our area.

In our work area, people typically wear **INSERT EXAMPLE OF WHAT PEOPLE IN YOUR AREA TYPICALLY WEAR—I.E., BUSINESS CASUAL, JEANS, ETC…** .

Please avoid the following apparel at work:

* Jeans with holes/rips
* T-shirts that include images of drugs, nudity, and/or profanity
* Shorts between fall’s Convocation week through spring graduation
* Inappropriately revealing clothing
* Flip flops

Your work area will be in **INSERT BUILDING NAME AND SPECIFIC OFFICE/ROOM**. Some of the people in our work area who you will be training with are; **INSERT NAMES OF 1-2 PEOPLE IN YOUR AREA WHO WILL BE TRAINING THE NEW EMPLOYEE.**

Anyone on our team should be as helpful as they can be to answer questions that you may have, however **INSERT NAMES OF 1-2 PEOPLE IN YOUR AREA WHO WILL NOT BE TRAINING THE NEW EMPLOYEE, BUT WHO CAN ACT AS INFORMAL MENTORS, OR WHO CAN HELP FAMLIARIZE THE NEW EMPLOYEE WITH OFFICE PROCEDURES, HELP ORDER SUPPLIES, ETC...** will also help get you oriented and answering questions as you begin working with us. They can take you on a tour of our work area, help you get logged into systems, help order any supplies you need, and give you other assistance as you get started.

Many new employees wonder what is considered successful performance in their new job. Success in this position is **INSERT A 1-2 SENTENCE EXAMPLE OF WHAT YOU CONSIDER SUCCESSFUL PERFORMANCE IN THIS ROLE**. Some of the key goals I have for you at specific points in your first few months here are:

* 30 days: **INSERT 1-3 KEY GOALS FOR SUCCESS AT THIS STAGE, I.E., “LEARN *X* SOFTWARE SYSTEM” OR “LEARN TO PERFORM *Y* PROCEDURE”**
* 60 days: **INSERT 1-3 KEY GOALS FOR SUCCESS AT THIS STAGE**
* 90 days: **INSERT 1-3 KEY GOALS FOR SUCCESS AT THIS STAGE**

I and the rest of our team are excited to have you joining us at St. Cloud State! We’re committed to helping you to succeed as a member of our team, and we look forward to formally welcoming you aboard on your first day. Please let me know if you have any questions I can answer as we get closer to your start date.

Sincerely,

**INSERT YOUR NAME AND TITLE**