ONBOARDING GUIDE
FOR NEW EMPLOYEES
A MESSAGE FROM TODD A. DIACON, PH.D.
13th President, Kent State University

As president, it is my great pleasure to welcome you as a new member of our Kent State University family! 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 multitalented, employee mix.

I encourage you to review the following pages, which are filled with information that will help you navigate your early days on campus both literally and figuratively. And I hope you will take time to explore your campus, the larger community and the many resources that are now available to you and your family. They range from great options to help you stay healthy to state-of-the-art professional development programs and superb cultural offerings.

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

A MESSAGE FROM MELODY TANKERSLEY, PH.D.
Senior Vice President and Provost

As provost, I welcome you to Kent State University! Many people talk about their place of work as being a family. Here at Kent State, it is not just a cliché or an empty assertion; but it is, rather, a reality. At Kent State University we treat each other as family; and we are pleased to have you as our newest relative!

ACTION STEPS CHECKLIST

Complete the following steps at the beginning of your employment:

- Note your nine-digit employee ID number.
- Note your Flashline ID login, the beginning of your “kent.edu” email.
- Attend New Hire Orientation at Human Resources.
- Acquire your Kent State ID card from the Kent Student Center to use in the library, access buildings or recreational facilities if a member.
- For benefits-eligible employees, review benefits plans online. Compare medical and dental plan options, learn about flexible spending accounts, as well as life insurance and disability options. Make your benefits elections no later than 31 days after your hire date.
- Complete required new hire forms through Human Resources Talent Acquisition.
- Get instructions regarding the phone system and set up your voicemail (if applicable).
- Use email and acquire instructions to set up your email preferences.
- Complete the required online training noted in the new hire orientation. Discuss with your manager any other training that may be beneficial.
RESOURCES

Your Supervisor or 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 workplace/location.
- Reporting of work time and how to report off.
- University closures (i.e., holiday, weather, other emergency).

Human Resources Manager or Department
Human Resources
330-672-2100, WWW.KENT.EDU/HR
Communications
WWW.KENT.EDU/HR/NEWS
Compensation
WWW.KENT.EDU/HR/COMPENSATION
Compliance, Equal Opportunity and Affirmative Action
WWW.KENT.EDU/HR/COMPLIANCE-E0AA
Employee Engagement
WWW.KENT.EDU/HR/EMPLOYEE-ENGAGEMENT-OUTREACH
Employee/Labor Relations
WWW.KENT.EDU/HR/MANAGEMENT/EMPLOYEELABOR-RELATIONS
Employee Wellness and Health Promotion
WWW.KENT.EDU/HR/WELLNESS
HERC (Higher Education Recruitment Consortium)
WWW.HERCJOBS.ORG/OH-WESTERN-PA-WV/
Records
WWW.KENT.EDU/HR/HR-RECORDS-OPERATIONS
Talent Acquisition (Employment)
WWW.KENT.EDU/HR/JOB-OPPORTUNITIES
Training and Development
WWW.KENT.EDU/HR/TRAINING
Employee Benefits
WWW.KENT.EDU/HR/BENEFITS

Academic Personnel Department
WWW.KENT.EDU/PROVOST/ACADEMIC-PERSONNEL

Communication Sources
Academic Calendar
WWW.KENT.EDU/CALENDARS
eInside (Faculty and Staff Newsletter)
WWW.KENT.EDU/EINSIDE
Flashline - “My Campus” tab
HTTPS://LOGIN.KENT.EDU

HR Newsletter
WWW.KENT.EDU/HR/HR-NEWSLETTER-ARCHIVE
Management Update Archive
WWW.KENT.EDU/MANAGEMENT-UPDATE

Diversity, Equity and Inclusion Division
Touches every person in the KSU family and beyond
WWW.KENT.EDU/DIVERSITY

Compliance, Equal Opportunity and Affirmative Action
WWW.KENT.EDU/HR/COMPLIANCE-E0AA

Discrimination and Harassment
WWW.KENT.EDU/HR/DISCRIMINATION-AND-HARASSMENT

Policies
WWW.KENT.EDU/HR/AFFIRMATIVE-ACTION-POLICIES
Sexual Harassment/ Sexual Misconduct (Title IX)
WWW.KENT.EDU/HR/TITLE-IX

Employee Assistance Program
IMPACT
800-227-6007 24/7, 365 days a year
WWW.KENT.EDU/HR/WELLNESS/EMPLOYEE-ASSISTANCE-PROGRAM-IMPACT-SOLUTIONS

Employee Discounts
WWW.KENT.EDU/HR/BENEFITS/EMPLOYEE-DISCOUNTS

Employee Resource Manual
Policies, procedures, employment and other valuable resources.
WWW.KENT.EDU/HR/HANDBOOK

Safety Information
Sign up for A.L.i.C.E. training
WWW.TINYURL.COM/ALICECALENDAR

Technology Services and Support at Kent State
Helpdesk
WWW.KENT.EDU/IS
The Tech Spot
WWW.KENT.EDU/TECHHELP

University Policies
Policy Register
WWW.KENT.EDU/POLICYREG

Professional Development
Center for Teaching and Learning
WWW.KENT.EDU/CTL
Human Resources Training and Development
WWW.KENT.EDU/HR/TRAINING
GET CONNECTED
Become comfortable in your new surrounding.
Plan time to explore.

New Hire Information/ Orientation
WWW.KENT.EDU/HR/MANAGEMENT/ONBOARDING-GUIDE-NEW-EMPLOYEES

Virtual Tours of Campus
WWW.KENT.EDU/NEWS/GOOGLE-MAPS-STREET-VIEW-OFFERS-VIRTUAL-TOUR-KENT-STATE

Shopping on the Kent State Campus
Athletics Pro Shop
Bookstore (Student Center)
Museum Gift Shop

Employee Wellness and Health Promotion Programs
WWW.KENT.EDU/HR/WELLNESS

Recreation Center
WWW.KENT.EDU/RECSERVICES

Banking
PNC Bank serves Kent State University with a location in the Kent State Student Center and other locations in the Stow/Kent area.
WWW.PNC.COM

Places to Eat on Campus
WWW.KENT.EDU/DINING/LOCATIONS-MENUS

Adult Student Services
WWW.KENT.EDU/CAVS

Veterans Services
WWW.KENT.EDU/CAVS

Join a Kent State Staff Organization
International Faculty and Staff Network
WWW.IFACULTYSTAFF.ORG/
Kent Engaged and Emerging Professionals
KENT/HR/KEEP.COM
Latino Network Caucus (LNC)
WWW.SFA.KENT.EDU/LNC/
Pan African Faculty and Staff Association (PAFSA)
WWW.KENT.EDU/PAFSA

Spectrum: Connecting LGBTQ+ and Ally Faculty Staff
WWW.KENT.EDU/DIVERSITY/SPECTRUM

The Women's Center
WWW.KENT.EDU/WOMENSCENTER

Use these checklists and links to online tools as an onboarding guide. Your department may have specific orientation guidelines so be sure to check with your supervisor. For additional questions, feel free to contact the Division of Human Resources.

KENT STATE DIVISION OF HUMAN RESOURCES
HEER HALL, 635 LOOP RD
P.O. BOX 5190, KENT, OHIO 44240
(330) 672-2100
WWW.KENT.EDU/HR

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This document is also available online at: WWW.KENT.EDU/HR/MANAGEMENT/ONBOARDING-GUIDE-NEW-EMPLOYEES