



## Augusta University New Hire Orientation Guide

Name and Date: \_\_\_\_\_

Department/Title: \_\_\_\_\_

Please initial by each section completed:

1. Welcome \_\_\_\_\_
2. Augusta University Police Department \_\_\_\_\_
3. CEPaR \_\_\_\_\_
4. Philanthropy and Alumni Engagement \_\_\_\_\_
5. Information Technology \_\_\_\_\_
6. JagCard, Parking & Transportation \_\_\_\_\_
7. Legal Affair/Compliance/Risk Management \_\_\_\_\_
8. Georgia's Own Credit Union \_\_\_\_\_
9. Employee Discount Program \_\_\_\_\_
10. Communications & Marketing \_\_\_\_\_
11. Human Resources & Benefits \_\_\_\_\_
12. Employee Relations \_\_\_\_\_
13. Office of Diversity and Inclusion \_\_\_\_\_

Quiz Questions:

1. What are Augusta University's core values? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
2. True or False (select one) \_\_\_\_\_ : Augusta University is an equal opportunity employer. Our policies prohibit discrimination based on race, color, religion, age, sex, marital or family status, national origin, sexual orientation, disability, gender identity, veteran status or genetic information. We aim to maintain an environment that is free of harassment, intimidation and exploitation.  
A. True B. False
3. The RAVE Guardian App features which of the following? \_\_\_\_\_  
A. Safety Timer B. Emergency Calls C. Texting Option D. All of the above

4. What code represents a fire? \_\_\_\_\_  
A. Code Yellow B. Code Orange C. Code Fire D. Code Red
5. Employees can give back in a variety of ways. Which of the following ways are available? \_\_\_\_\_  
A. Cash/Payroll Deduction B. Gifts of Stock C. Bequests D. All of the above
6. What components make up a strong password? \_\_\_\_\_  
A. Uppercase Character B. Lowercase Character C. Special Character D. All of the above
7. True or False: The JagExpress is a campus shuttle service, providing a safe, alternative mode of transportation for students, faculty and staff across the campuses of Augusta University. \_\_\_\_\_  
A. True B. False
8. What is one of the services that Legal Affairs offers? \_\_\_\_\_  
A. Personal Contracts B. Divorces C. Work Related Contracts
9. True or False: Georgia's Own Credit Union is a full-service, not-for-profit financial cooperative, and department of Augusta University; serving the Augusta community since 1976. \_\_\_\_\_  
A. True B. False
10. Who controls the brand at Augusta University? \_\_\_\_\_  
A. Students B. Patients C. Myself D. All of the above
11. Who should you talk to about reporting and requesting leave? \_\_\_\_\_  
A. Your supervisor B. Your Colleague C. Your Recruiter D. The president
12. New Hire benefit eligible employees must enroll in benefits within the first \_\_\_\_\_ days of hire to begin coverage on your hire date, or the first of the following month. If employees do not elect health benefit coverage, and do not provide proof of other coverage, the employee will automatically be enrolled in the base plan.
13. True or False: Employee Relations & Organizational Development exists to prevent and resolve employee issues that may affect work situations and to educate and develop Augusta University employees/managers. \_\_\_\_\_  
A. True B. False
14. True or False: The Office of Diversity and Inclusion's purpose is to help units campus-wide foster practices that optimize the contributions of groups and individuals by supporting the engagement and development of all faculty, staff, students, and patients. \_\_\_\_\_  
A. True B. False

**I acknowledge that I completed the self-directed New Hire Orientation via online. Please sign and submit via email to [JagStart@augusta.edu](mailto:JagStart@augusta.edu) within 24-48 hours of completing Orientation.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_