



## AU Health System 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. Health Center Credit Union \_\_\_\_\_
9. Employee Discount Program \_\_\_\_\_
10. Communications & Marketing \_\_\_\_\_
11. Human Resources & Benefits \_\_\_\_\_
12. Translation Services & PFCC \_\_\_\_\_
13. Office of Diversity, Equity, Inclusion \_\_\_\_\_
14. AIG Retirement Services \_\_\_\_\_

**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: Health Center 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 access Employee Self Service and enroll in benefits within the first \_\_\_\_\_ days of hire. Employees are required to elect medical benefit coverage or decline and provide proof of other coverage. If a medical plan is not elected, or declined, the employee will automatically be enrolled in the default base medical plan.
13. True or False: I must offer interpreter and translation services when needed. A family member or friend is not considered a professional medical interpreter. \_\_\_\_\_  
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
15. True or False: AIDET stands for Acknowledge, Introduce, Duration, Explanation, Thank. \_\_\_\_\_  
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 within 24-48 hours of completing Orientation.**

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

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