

Maricopa SBDC Orientation Manual

- Websites
 - <http://domail.maricopa.edu>
 - Secure webmail
 - Secure web calendar
 - <http://www.maricopa.edu/employees>
 - Human Resources
 - New employee information
 - HRMS (timecard system)
 - Employee Directory
 - Online lookup
 - District-Wide Groups
 - Required Disclosures & training
- Mentor – your assigned mentor is _____
- AZSBDC Policy Manual – see tab 1
- A Counselors Guide to Center IC – see tab 2
- AZSBDC Impact Definitions – see tab 3
- AZSBDC Strategic Plan 2012 – see tab 4
- AZSBDC Counselor Certification Program – see tab 5
- Other forms & stuff – see tab 6
- Conflict of Interest Policies – see tab 7
- Counselor Evaluation Process – see tab 8
- Legal & IT Employee Checklist – see tab 9
- File Review Procedures – see tab 10