

**ARRANGING A CAMPUS TOUR FOR THE NEW MEMBER: STANDARD OPERATING PROCEDURE**

1. A campus tour should be arranged for the new staff member, ideally within the first week. The mentor should liaise with the department’s administrator or secretary to ensure that the campus tour is arranged within the activities of the induction schedule set out by the department.
2. A template email whereby Michael Marangxa of the Registrar’s Division (extension 8214) can be contacted to confirm the campus tour is shown below. It is important for the following information to be confirmed;
* Day and time of the campus tour
* Name of the new member
* Where to meet the new member
* Notification to the new staff member of the campus tour arrangements

**Template email:**

**From:** Departmental secretary
**Sent:** 21 October 2011 09:57
**To:** 'm.marangxa@ru.ac.za'
**Cc:** Line manager, Mentor, new member (if linked to email)
**Subject:** New Member - Campus Tour

Morning Michael,

The newly appointed IT Division Web Analyst, Jo Soap, will start in the IT Division on Monday 07 November 2011.  Kindly advise if it would be possible to do a campus tour with him on Tuesday 08 November 2011 at about 14:15. He will meet you at the entrance to the main administrative building.

I await your feedback

Kind Regards,

The secretary