

policies, guidelines, and procedures

MY TOP GUIDELINES AND PROCEDURES

Step 1: Print this page. Or a few copies if you don't have room on one page.

Step 2: Talk with your supervisor about the PGP manual and what sections might be important for you to be a little more familiar with given your role at the College.

Step 3: Take the time to meet with whoever is a lead on that guideline so they can provide you with a little more background to help you out.

Step 4: Stick this page somewhere in your office space.

Which PGP should I flag? Why is it important to me and my role?	Who should I connect with about it?