

## New Employee Orientation Checklist

The following checklist serves as a support to all supervisors who are responsible for departmental orientation of a new hire. It ensures that all the necessary information is covered with employees at the onset of their employment. Each employee should have a completed checklist by the end of their first month of employment. If certain information is not applicable to your area, indicate with an "N/A."

Employee Name: Department:		Title:			
Initials of Supervisor	Initials of Employee	Welcome email to staff announcing new employee's arrival, function & location	Initials of Supervisor	Initials of Employee	Work schedules, lunch hours, break times, location of break room, restrooms, etc.
		Tour of department & introduction to co-workers			Pay schedule & overtime policy
		Department & University organization chart/web sites			Uniform or dress code
		Department mission statement and/or goals			Assign keys and/or keypad codes
		List of co-workers names & department phone list			Request required access: network & email, AIS, SIS, P- card, long distance, fiscal officer, etc., if applicable
		Performance expectations specific to department (review position description & evaluation form)			Equipment usage (phone, computer, printer, fax, copier, etc.)
		Review procedures manual, if applicable			Review telephone etiquette
		Handling confidential information, if applicable			Personal phone calls/cell phone guidelines
		Requesting supplies & purchasing guidelines			Review the Electronic Information Policy (personal use of computers)
		Travel reimbursement guidelines, if applicable			Evacuation & emergency procedures (BERT)
		Attendance/Tardiness & procedures for reporting absence & requesting time off			HR Orientation Required Training Schedule
		Review the Administrative Closure Policy			Assign a mentor
		Obtain staff identification card & parking decal			Complete Emergency Contact Information