



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:** _____

<u>Initials of Supervisor</u>	<u>Initials of Employee</u>		<u>Initials of Supervisor</u>	<u>Initials of Employee</u>	
_____	_____	Welcome email to staff announcing new employee's arrival, function & location	_____	_____	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