TO THE SUPERVISOR: This checklist is to be used as a guide for the orientation of employees new to the department. All relevant information should be discussed with each new employee. If certain information is not relevant to your department or the position, please indicate N/A (not applicable). This form must be returned to the Human Resource Services – Employee Life Cycle department within two weeks of the start date to become part of their personnel file.

___Tour of department and introduction to co-workers  
___Organization chart with co-workers' names and telephone numbers  
___Overview of work of department and how employee’s job fits in  
___Location of storage for personal items (i.e., purse, lunch, etc.), coatrack, restrooms  
___Location of lunch facilities or vending machines  
___Eating rules  
___Personal phone calls  
___Uniform or dress code  
___Hours of work, breaks and lunch periods  
___Payroll distribution (completion and submission of time sheet/Benefit Usage Forms)  
___Dealing with the public  
___Overtime policy--comp. time or overtime pay  
___Attendance/tardiness and procedure for reporting absences  
___Handling confidential information  
___Review job description and provide copy to employee  
___Review performance factors & expectations (attached)  
___Ordering supplies  
___Review phone procedures, e.g., transfers, long distance, etiquette  
___Additional department work rules (provide copy to employee of any work rules not covered here and attach a copy for record)  
___University-wide no smoking & no firearms policies  
___Mandatory trainings - FERPA, Ethics, Title IX, Cyber Security, as applicable

I have been advised of all the information indicated above. I have received a copy of my job description and any department work rules.

Employee’s Signature____________________________________ Date____________________

Supervisor's Signature____________________________________ Date____________________

04/2020