# Orientation Checklist for New Employees

## Instructions to Departmental HR Administrator:

a. Supply a copy of this Employee Orientation Checklist to each new employee for his/her information.

b. Complete or coordinate the completion of each of the tasks indicated on this Checklist.

c. When all activities have been completed, sign in the space indicated below and forward a copy to the Department of Human Resources

## Employee Number:

**EMPLOYMENT DOCUMENTATION**

- Employee has met with a Benefits Officer in Human Resources to sign all necessary payroll and benefit plan documentation

**INTRODUCTION AND WELCOME**

- Employee has received a copy of this Orientation Checklist
- All necessary equipment required by the employee, including computer, telephone and other facilities are available
- Employee has been provided with an e-mail account
- Employee has been introduced to his/her immediate supervisor
- Employee has been introduced to co-workers and others with whom she/he will regularly interact in her/his job
- Employee has been assigned a "mentor/buddy"
- Business cards have been supplied, if required

**OVERVIEW OF DEPARTMENT AND POSITION**

The following have been reviewed with the employee:

- The Department’s organizational structure
- The role of the Department within the university
- The current objectives and priorities of the Department
- A written job description, the latest Job Fact Sheet for the position, or some other written statement of job responsibilities
- Specific performance standards and expectations
- The probationary period and probationary review process.

**WORK SITE FAMILIARIZATION**

Employee has been shown how to locate or access the following:

- The Department’s local area network
- Computer assistance – HELP Desk
- Unit or departmental files, reports and other records
- Lunch and rest room facilities
- Office supplies and office equipment

**DEPARTMENTAL POLICIES AND PROCEDURES**

The Department’s policies and procedures have been reviewed with the employee, including those pertaining to the following:

- Hours of operation and overtime requirements, if any
- Phone greetings
- Dress code
- Personal use of university equipment

**WORKPLACE SAFETY**

The university’s safety policies and procedures in relation to the following have been reviewed with the employee:

- Reporting of accidents and incidents
- Duty to report unsafe conditions
- Right to refuse unsafe work
- Building evacuation and fire alarm
- Location of emergency exits; fire extinguishers; the nearest first aid station; and the closest qualified first aid attendant.

All activities noted above have been reviewed with the employee.

Employee’s Name:  

Position Title:  

HR Administrator:  

Date:  

Employee:  

Date: