

**Department Orientation Checklist:**

(If not applicable, please write N/A)

**Supervisor prior to Day 1:**

- \_\_\_ Contact employee to confirm time, place, start date
- \_\_\_ Send letter confirming employment (see attached)
- \_\_\_ Announcement memo for new person to department and University community (if appropriate)
- \_\_\_ Prepare agenda for day 1 and training schedule
- \_\_\_ Make sure office/work area is supplied and in order
- \_\_\_ Order appropriate business cards (if appropriate)
- \_\_\_ Ask another department member to assist with "learning buddy" or mentoring responsibilities

**(Please see attached selection criteria and checklist for "learning buddy" role.)**

**Supervisor on Day 1:**

- \_\_\_ Introductions to co-workers
- \_\_\_ Introduce to your supervisor and/or vice president
- \_\_\_ Arrange for necessary keys
- \_\_\_ Explain office opening/closing protocols
- \_\_\_ Review use of telephone and voice mail (contact Network Services for training,) arrange for and train on Netscape
- \_\_\_ Explain how you want to be notified about absences and tardiness
- \_\_\_ Explain office hours, breaks, lunchtime, and vacation scheduling
- \_\_\_ Explain department rules (including confidentiality), policies, and procedures
- \_\_\_ Inclement weather policy
- \_\_\_ Explain time card policies (hourly only)
- \_\_\_ Show locations of exits, fire extinguishers, restrooms and evacuation procedures.
- \_\_\_ Review job description
- \_\_\_ Reporting work-related accidents/illness
- \_\_\_ Review safety policies
- \_\_\_ Explain how your department interacts with other departments
- \_\_\_ Explain committees/meetings to be attended
- \_\_\_ Schedule blocks of time to meet with new employee during the first two months
- \_\_\_ Spend the end of the day with the new employee to talk about the day

**Supervisor by the End of the First Week:**

- \_\_\_ Progress to date; employee's questions/obstacles
- \_\_\_ Job training schedule adjustments, if needed
- \_\_\_ Organization chart; different company functions
- \_\_\_ Role of department in organization
- \_\_\_ Job responsibilities of other department employees
- \_\_\_ Department goals and strategic plans
- \_\_\_ Travel policy/mileage reimbursement
- \_\_\_ Purchasing policies
- \_\_\_ On-line purchasing requisition training
- \_\_\_ Budget procedures
- \_\_\_ Review the University's mission and strategic plan
- \_\_\_ Performance appraisal process
- \_\_\_ Probation review expectations
- \_\_\_ Job performance expectations and evaluations
- \_\_\_ Goal setting

**Supervisor by the End of the Second Week:**

- \_\_\_ Progress to date
- \_\_\_ Brief review of all first-day and first-week discussion items: Any questions?
- \_\_\_ Schedule time for the probationary review

**I have received orientation and training on the items checked on the orientation checklist. (Send completed form to Human Resources.)**

\_\_\_\_\_  
New Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date