

SUPERVISOR / STAFF ORIENTATION CHECK LIST

In order to provide a welcoming experience during the new employee's first week, please review the following information with your new employee.

EMPLOYEE NAME _____
(Please print)

IN ADVANCE OF START DATE

- Order keys from Facilities Management
- Create a training schedule
- Order name plate / door sign if appropriate

INTRODUCTION

- To department members
- Other interacting department members

JOB DUTIES

- Written job description
- Employee behavior/conduct (within College and within your department)
- Dress code
- Reporting relationships/job in relation to other positions
- If employee supervises student worker(s), contact Financial Aid at x6088
- Create and review training schedule

DEPARTMENTAL PROCEDURES

- Phone system use / voice mail (contact computing at x6566 for assistance or training)
- Use of office equipment
- Office mail
- Use of document services
- Ordering office supplies

LOCATIONS

- Campus tour (contact Admissions)
- Restrooms
- Copy/fax equipment
- Office supplies
- Vending machines
- Campus-wide information (bring to post office, document services, library, etc.)

DEPARTMENTAL PRACTICES/ POLICIES

- Sick policies (Who do they call in department if sick?)
- Vacation/holiday time (How do they schedule vacation time in department?)
- Schedule first performance evaluation date
- Smoking policy (no smoking in any of the buildings)
- Lunch/Breaks (arrange for a department member to have lunch with employee)
- Other departmental policies and procedures

(over)

SAFETY

- First aid kit location (if applicable)
- Fire alarms, extinguishers and emergency exits
- Disaster procedures
- Campus security
- Severe weather
- Check employee's workstation. For ergonomics concerns, contact Purchasing at x6551

GENERAL INFO

- Order keys ahead of start date (bring employee to facilities management for keys, I.D., and parking sticker)
- Order Name Plate/Door Signs (Optional)
- Business Cards (Optional)
- Send to library to activate bar code
- Ensure employee attends Human Resources New Employee Orientation

COMPUTER TRAINING (Human Resources will send email authorization to Computing to open Network and E-mail accounts)

- Network training, including the World Wide Web
- E-mail
- Word processing/spreadsheets
- Mainframe
(You must request a network account from Computing)
- Helpdesk

Employee signature Supervisor signature Date

Please return to the Human Resources Department within one week of new employee's start date.