

# ORIENTATION CHECKLIST

(Conducted by Employee's Supervisor)

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Start Date: \_\_\_\_\_

\_\_\_\_\_ Original Appointment \_\_\_\_\_ Promotion \_\_\_\_\_ Transfer \_\_\_\_\_ Other \_\_\_\_\_

(specify)

\*\* Please have the new employee report to the Human Resources Office as soon as possible to complete employment paperwork. (Best if done before scheduled first day of work. If this is not possible, must be done within first three (3) days of work)

## DIRECTIONS

Recognizing that training is a long and continuous process; this checklist is designed as a guide to acquaint the new employee with the department and the College. This checklist is not meant to limit the supervisor in the orientation of the new employee, but rather to act as an outline of the minimum information that should be discussed with the employee within the first days following the date of appointment. Completed checklists are to be returned to the Human Resources Office for placement in the employee's personnel file. Additional checklists may be obtained from the Human Resources Office and on the Human Resources Webpage.

1. This checklist should be completed for all new employees of the College including both administrators and support staff.
2. Additionally, this checklist should be completed for all new administrators and support staff who have received a promotion or transfer to another department

3. The checklist should be completed within the first week following the employee's appointment.
4. All items on the checklist are to be discussed with the new employee by the employee's supervisor(s). The spaces provided beside each item should be checked after each item is discussed.
5. After all items have been checked, the checklist should be signed by the supervisor(s) completing the checklist and the new employee.
6. The checklist may be used in acquainting new temporary employees as well. If the form is used, it should be submitted to the Human Resources for placement in the employee's personnel file.
7. Copies of the completed checklist may be made and retained by the employee, supervisor or department; however, the original must be forwarded to the Human Resources Office.
8. For further information contact the Human Resources Office at extension 6202.

## CHECKLIST

(Please read the directions above before completing the checklist.)

### WORK RESPONSIBILITIES AND ASSIGNMENTS

\_\_\_\_\_ **Position Description.** Review the employee's position description and give the employee a copy of the position description. Explain how the position description is related to the Performance Appraisal Program.

\_\_\_\_\_ **Work Assignments.** Arrange for specific work assignments and assist in initial performance.

\_\_\_\_\_ **Job Assistance.** Designate a person that the employee may call on for questions, clarification and future assistance.

\_\_\_\_\_ **Performance Appraisal Program.** Explain the performance appraisal process (3-month orientation evaluation and annual goal setting and evaluation process).

\_\_\_\_\_ **Quality.** Discuss departmental quality standards.

\_\_\_\_\_ **Records.** Locate any records or files necessary for the job. Explain which records may be confidential and how confidential information is managed.

\_\_\_\_\_ **Standards of Conduct.** Review acceptable and unacceptable performance and how such are handled.

\_\_\_\_\_ **Grievances.** Discuss whom to talk with regarding a grievance.

\_\_\_\_\_ **Accidents and Injuries.** Discuss accident reporting procedures and reporting on-the-job accidents to workers' compensation. Instruct whom to notify if medical attention is necessary.

\_\_\_\_\_ **Orientation Program.** Inform employee that attendance at a group orientation will be offered during the future.

### WORK ENVIRONMENT

\_\_\_\_\_ **Co-workers and supervisors.** Introduce and explain their work relationships.

\_\_\_\_\_ **Students.** Introduce student employees and discuss the importance of keeping relationships with students on a professional level.

\_\_\_\_\_ **Sexual Harassment.** Discuss policy and give the employee the College pamphlet discussing sexual harassment.

\_\_\_\_\_ **Department Organizational Chart.** Explain department organization, stating names, titles and responsibilities.

\_\_\_\_\_ **Campus.** Using a map to show and describe the location of the department and building in relation to other buildings on campus. Inform employee of any buildings that may need to be located.

\_\_\_\_\_ **Fire Extinguisher and Fire Exit.** Locate these in relation to employee's work area. Explain emergency evacuation procedures.

\_\_\_\_\_ **Equipment.** Explain use of equipment, location and how to obtain supplies. Use of equipment for personal reasons is prohibited.

\_\_\_\_\_ **CNAV.** Explain program and give brief demo to employee. Additional training available through Information Resources.

\_\_\_\_\_ **Non-work related departmental activities.** Include office functions, sports groups, and informal gatherings.

**Please complete reverse side.**

**WORK PROCEDURES**

- \_\_\_\_\_ **Personal Emergency Situations.** Review when and whom to call when absence is necessary because of personal emergencies.
- \_\_\_\_\_ **Emergency Contact.** Determine how and where supervisor can contact the employee during non-working hours.
- \_\_\_\_\_ **Pay Checks.** Explain when and where checks/statements are delivered.
- \_\_\_\_\_ **Safety Procedures and Equipment.** Instruct employee on department safety regulations and safety equipment.
- \_\_\_\_\_ **Emergency Procedures and Equipment and First Aid Supplies.** Explain whom to notify and what to do in case of emergencies. Locate first aid supplies and emergency equipment. Demonstrate if appropriate.
- \_\_\_\_\_ **Identification Cards.** Discuss importance of identification cards, where to obtain them, and how they may be used.
- \_\_\_\_\_ **Parking.** Discuss procedure for obtaining parking pass and where permissible to park.
- \_\_\_\_\_ **Dress.** Explain any dress requirements, i.e. uniforms, or specific apparel, acceptable casual Friday dress
- \_\_\_\_\_ **Food and Beverages.** Explain any restrictions regarding food and beverages in the work area.
- \_\_\_\_\_ **Clean Air.** Explain no-smoking policy.
- \_\_\_\_\_ **Telephone.** Explain how the telephone should be answered and departmental practices for telephone usage and personal calls. Contact the Telecommunications Office for any specific instructions or training.
- \_\_\_\_\_ **Talking and Noise Level.** Explain any restrictions on talking with co-workers, playing radios, etc.
- \_\_\_\_\_ **Common Hours.** Purpose of the program, attendance at programs, usual time and location, and not scheduling students during this time.
- \_\_\_\_\_ **Training Opportunities.** Explain any training opportunities and training programs available to the employee.

**WORK SCHEDULE**

- \_\_\_\_\_ **Work Days.** Specify day, starting and quitting times and shift schedule. Explain any exceptions and reasons for them.
- \_\_\_\_\_ **Overtime Review.** If applicable, discuss authorization required for overtime and probability for scheduling.
- \_\_\_\_\_ **Meal Periods and Breaks.** Review length of periods, time schedule and what most employees do for the periods.
- \_\_\_\_\_ **Leave.** Discuss how it is requested, i.e. orally, written notice, periods of time leave may not be requested. Length of leave period and from whom to request the leave. If appropriate, explain time card and reporting procedures.
- \_\_\_\_\_ **Sick Leave.** Explain who should be notified, their phone number, when to call, frequency of keeping posted, when a physician's certificate is necessary.
- \_\_\_\_\_ **Inclement Weather.** Discuss inclement weather and whether the employee is identified as an emergency employee. Explain where employees can obtain information concerning closure of the College or reduced schedule (Liberal Leave).  
{www.gettysburg.edu/homepage/weather.html}
- \_\_\_\_\_ **Timesheet Completion for Support Staff.** Explain completion of timesheets and their timely submission to the Payroll Office (Pay dates and timesheet due dates are located on the Human Resources web page).

I, as the employee's supervisor, have explained the above checked items to this employee.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

I, as the employee, agree that the above checked items have been explained to me by my supervisor and I have had an opportunity to discuss and ask questions for clarification.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**COMMENTS**