



Employee Name: _____

Department: _____ Date of Hire: _____

Orientation Checklist

When all applicable items have been completed, please sign and return checklist to Human Resources. This document will become part of employee's personnel file.

Items 1-4 covered by Human Resources within first three days of employment
Items 5-9 covered by Employee's Department within first week of employment

1. General

- Complete Employment Application
- Complete I-9 form (INS Employment Eligibility Verification)
- Complete tax-withholding forms
- Create file folder for new employee's personnel file
- College ID card and parking permit
- Keys, if applicable
- Telephone and e-mail accounts established, if applicable
- Employee Handbook received
- Benefits reviewed and all applicable forms returned

2. Pay Practices

- Paychecks and advices: how and where they will be distributed
- Direct deposit form completed, if elected
- Received bi-weekly employee pay disbursement schedule
- Payroll deductions covered, mandatory and optional
- Completion of appropriate timesheet and due dates

3. Bulletin Boards and Employee Handbook

- Explain bulletin boards and their use
- Explain the *Employee Handbook/Acknowledgement* form signed

4. Meals and Breaks

- Review policy regarding smoking
- Explain telephone use (calls/messages/cell phones/pagers)
- Explain "visitor" policies during work hours
- Explain meal and break policies, including where and when

5. Work Schedule/Expectations

- Where schedule is posted/schedule change procedure
- Procedure for call in late or absent
- Doctor's notes: release from work or return to work
- Attendance Expectations
- Received copy of job description
- Review of performance appraisal information
- Time record-keeping system, if applicable and how to use
- Request for time off procedure
- Overtime Policy
- Inclement Weather Policy

6. Tour of Campus

- Restrooms
- Faculty and staff parking areas
- Pay phones
- Break and lunch facilities
- Other facilities available for employee use
- Smoking areas
- MSDS (Material Safety Data Sheets) storage areas

7. Safety/Accident Training

- Explain accident/injury reporting procedure
- Blood-borne pathogen training, if applicable
- Hepatitis B training, if applicable
- First Aid, CPR, AED training, if applicable
- Food Safety training, if applicable
- Review basic sanitation requirements, if applicable
- Location of MSDS reference manuals

8. Uniforms and Appearance (Some items may not apply to all departments)

- Issue name tag
- Discuss uniform and appearance standards
- Discuss personal hygiene
- Discuss laundering
- Discuss safety shoes
- Issue uniforms and review uniform policy
- Discuss uniforms being returned when employments ends

9. Other

- Employee's specific questions have been addressed

We verify that the above items have been completed and that the new employee has received a copy of the Employee Handbook.

Employee's signature: _____

Supervisor's signature: _____

HR signature: _____

Completed Form to Human Resources on: _____

Date