

NEW EMPLOYEE ORIENTATION SUPERVISOR CHECKLIST

Employee Name: _____ Title: _____

SECTION 1 -- WELCOME TO THE ORGANIZATION

- _____ Welcome new employee
- _____ Make sure the paper work at Central Admin is complete
- _____ Have Employee read the "Secure Workplace Policy and Procedure"
- _____ Go over Drug-free workplace, EAP, and employment-at-will to make sure there are no questions
- _____ Quickly explain the employee handbook and the importance of reading it
- _____ Explain history and purpose of the Organization
- _____ Introduce new employee to fellow workers during tour
- _____ Show new employee his or her work area
- _____ Review Job Description
- _____ Explain ordering supplies
- _____ Give keys to the building if appropriate _____yes _____no
- _____ Explain the purpose of the new employee's department and his or her role in the Organization

SECTION 2 -- GENERAL INFORMATION

- _____ Explain the smoking policy
- _____ Give location of restrooms
- _____ Give location of lunch and coffee break rooms
- _____ Explain the parking situation
- _____ Explain work hours (define work hours, overtime policy)
- _____ Explain coffee break policy
- _____ Explain lunch break

- _____ Explain Computer and Communications Systems policy
- _____ Tell where to find bulletin board and how to post items
- _____ Explain rules of dress, personal grooming
- _____ Explain safety procedures
- _____ Explain performance reviews
- _____ Explain pay procedures (time card, date of first pay check)
- _____ Explain "Employee Discipline Policy" and specify actions that will result in discipline

SECTION 3 -- ORGANIZATION'S BENEFITS, POLICIES

- _____ Explain holidays
- _____ Explain annual leave policy
- _____ Explain sick leave policy

SECTION 4 -- QUESTION/REVIEW

- _____ Ask the employee if s/he has any questions not covered
- _____ Review any necessary information (holidays, pay days, etc.)
- _____ Ask the employee if s/he has any suggestions about the orientation

I acknowledge that I have discussed the items checked above.

Employee's
 Signature _____ Date _____
 Pint Employee's
 Full Name _____
 Supervisor's
 Signature _____ Date _____

(RETURN TO SUCAP HUMAN RESOURCE OFFICE UPON COMPLETION)