

CHECKLIST FOR DEPARTMENTAL ORIENTATION

Employee Name: _____

Job Title: _____

Office Phone: _____ Fax: _____

Supervisor: _____

Supervisor's Title: _____

The "Checklist for Departmental Orientation" has been designed as a guide to help departments with their portion of orientation. All of the items will not pertain to each department. It is up to the department to decide which activities will benefit the employee and the department the best.

- Before the arrival of the new employee
 - Clean the office or work area where the employee will be assigned
 - Provide basic office supplies
 - Provide computer
 - Inform other department faculty/staff of the employee's arrival date
- First day of employment
 - Employee should attend New Hire Orientation – Monday (or Tuesday, if Monday is a holiday)
 - Welcome employee upon arrival at the department
 - Assign a clean desk or office
 - Introduce him/her to co-workers and subordinates.
 - Introduce him/her to department head and other key managers
 - Give him/her a tour of the office space including location of rest rooms kitchen areas, fax machine, printers, etc.
 - Explain process for obtaining a Dragon Card-remind employee about expiration date on temporary card.
 - Explain process for obtaining E-mail accounts and Banner access. If employee will be using Web Finance, Web Salary or other systems, provide access and training
 - Familiarize the employee with the phone system, paging and voicemail capabilities. If appropriate, obtain long distance access code.
 - Explain where the Parking Office is located and the process for obtaining a parking permit.
 - Provide keys to work area if necessary
 - Describe procedure for entering and exiting the building if special access is needed. Review departmental safety and evacuation procedures

- Assign a “buddy” to the new employee from within the work unit to provide an “unofficial” orientation who will take the employee to lunch on their first day and provide assistance as necessary.
 - Refer him/her to the Department Website and to the HR Website to review all policies and procedures.
 - Discuss with the employee the job description and job responsibilities- have employee sign a copy for your files.
 - Review the probationary period of the policy
 - Arrange for employee to attend Customer Service training (not applicable for Basic Science Departments) or other training as necessary
 - Schedule employee for any mandatory job-related training such as Signature, HIPPA, laboratory safety programs, etc.
 - Ensure employee is scheduled for and has a physical exam, if required for job
 - Confirm the salary, pay schedule and check distribution policy
 - Confirm work day hours, time off and overtime policies, calling in procedures for unscheduled absences, and University closing numbers
 - Review timekeeping policy
 - Review dress code, if applicable
 - Order Business cards, if applicable
 - Provide guidance on how to use the online search for University phone numbers and addresses
 - Provide copies of:
 - Department Staff List
 - Department Organization Chart
 - Campus Map
- First Week of Employment
 - Discuss the mission of the University and key projects on which it is working
 - Discuss the department’s mission and goals
 - Discuss how the department is involved in different University initiatives
 - Discuss the organizational structure of the department
 - Confirm that the employee has received their Dragon Card
 - Confirm that the employee has received an e-mail account and Banner access.
 - Make an appointment with the employee to discuss on-the-job training
 - List of events and department meetings in which the employee will be involved.
 - Discuss office protocols for telephone calls, e-mail, voicemail, the Web, meeting scheduling, use of copy and fax machine.
 - Discuss standard department operating procedures such as: where central files are located and who takes care of them, who to see for supplies, where the mail is located and pick-up times, and department work rules.
 - Give locations of nearby campus food establishments.

- First Month of Employment
 - Develop specific job goals and expectations with the employee
 - Set a time to discuss the employee's impressions, feedback and suggestions regarding their work thus far.
 - Provide information on resources available at the University such as: the library, the gym and the shuttle which runs between campuses.

- Ongoing Activities
 - Provide Feedback, both positive and constructive
 - Encourage participation in department activities and work teams
 - Continually develop objectives and expectations
 - Elicit feedback from the employee
 - Provide annual performance reviews