Attachment #1

## NEW EMPLOYEE ORIENTATION CHECKLIST



- o Department Mission & Vision
- o Organizational Chart
- o Job/Position Description
  - Work expectations
- Work Schedule:\_\_\_\_\_
  - Lunch: \_\_\_\_\_
  - Break: \_\_\_\_\_

## • Employee Work contact information

- Work address: \_\_\_\_\_\_
- Work phone number: \_\_\_\_\_\_
- Work email: \_\_\_\_\_\_
- o Leave Procedures
  - Must call by: \_\_\_\_\_\_

0	contact:	supv:		
			name	phone number
		other:		

name

phone number

## o Payroll

- Payroll calendar
- o E-Time procedures

- o Computer Access
  - EMACS: \_\_\_\_\_
  - E-Mail Log-In Information: \_\_\_\_\_\_
  - Department Specific Programs: \_\_\_\_\_\_

## o Badges

- Access to offices
- Times of access: \_\_\_\_\_\_
- Replacement cost: \_\_\_\_\_
- o Issued Equipment
  - Care/Use Expectations
  - Replacement cost: \_\_\_\_\_
- o Parking
  - Employee parking locations: \_\_\_\_\_
  - Employee permit parking sticker: \_\_\_\_\_
- Personnel Policies and Procedures (See Personnel Policies & Procedures packet)
- o Tour of Office
  - o Bathrooms
  - o Break/Lunch room
  - Conference rooms
  - Confidential paper shredder
  - Copier/ fax machine
  - Employee entrance
  - o Supplies
- Emergency Procedures
  - o First-Aid kit
  - Injury log
  - Emergency exits
  - Fire extinguishers

- Stairwells
- SB Safe Employee Alert System Enrollment
- o Security
  - Secure employee-only work areas: \_\_\_\_\_\_
  - Public areas: \_\_\_\_\_
  - Visitor policy/expectations: \_\_\_\_\_\_
  - Security guard extension: \_\_\_\_\_\_

Employee's Name (please print)

Employee' s Signature

Supervisor's Signature

Employee #

Date

Date