

NEW EMPLOYEE ORIENTATION CHECKLIST

Each new employee, regardless of previous training or experience, needs to be introduced to the work environment and instructed in the performance of specific tasks. The following checklist of items should be covered in your new employee department orientation. Please meet with the employee within the first week of their start date to go through this list. Include any special information that is pertinent to your department. ****This is for internal use only and does not need to be returned to HR.***

Employee's Name: _____ G#: _____

Department: _____ Date: _____

Technology

- ☐ Help Desk x12101
- ☐ GVSUAlert! Notification System
- ☐ Set Up Access to Shared Folders (as required)
- ☐ Copier/Fax Locations
- ☐ Set Up Telephone Voicemail
- ☐ Set Up Access to Programs and Tools (as required)

Job Requirements/Expectations

- ☐ Department/University Organizational Charts
- ☐ Functions Of Department(s)
- ☐ Job Description, Responsibilities, & Expectations
- ☐ Use of Equipment, Instruments, Property, etc.
- ☐ Performance Evaluations
- ☐ Probationary Period & Evaluations (will vary based on employee's E-Class)

Work Hours & Compensation

- ☐ Begin/End of Shift
- ☐ Time Clock/Time Sheet (UltraTime)
- ☐ Attendance, Punctuality
- ☐ Requesting & Reporting Leave Time/Absences
- ☐ Overtime/Comp Time (Supervisor must Authorize)
- ☐ Lunch Hour/Eating Areas– Exercise Release Time
- ☐ Breaks/Restrooms
- ☐ Shift Premium (if applicable)
- ☐ Pay Dates/Pay Check
- ☐ Holiday Schedule

Rules, Policies, Procedures/Other

- ☐ University & Department Mission
- ☐ Department Policies
- ☐ University Policies, Procedures, and Manuals
- ☐ Emergency Procedures (Exits, Shelters, Fire, Etc.)
- ☐ Safety (Where/Whom To Report Accidents)
- ☐ Smoking Regulations
- ☐ Barter Board, Job Postings
- ☐ Staff Communications, Publications
- ☐ Training Opportunities/Workshops, Sprout
- ☐ University Values, Beliefs, Work Ethic, Culture, Etc.
- ☐ Parking Lots & Campus Map
- ☐ Entrances, Exits, Tour Of Building/Campus
- ☐ Keys, Mailboxes, Etc.
- ☐ Campus & U.S. Mail
- ☐ Office Resources & Ordering Supplies
- ☐ Personal Calls, E-mails, Cell Phones, Etc.
- ☐ Uniforms/Dress Code
- ☐ Introduce to Co-workers & Key Stakeholders

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Employee's Signature: _____ Supervisor Signature: _____