Departmental Orientation Checklist

Prior to New Employee's Arrival

- [ ] Designate work area
- [ ] Arrange for office supplies
- [ ] Keep your schedule free to meet with new Employee
- [ ] Schedule NEO Program
- [ ] Prepare first job assignment
- [ ] Attach name to workplace (even if only Construction paper)
- [ ] Give clear directions to department & where to park

- [ ] Assign a phone number & provide phone directories
- [ ] Prepare required paperwork
- [ ] Arrange to have lunch the first day
- [ ] Plan a "welcome" get together with other staff
- [ ] Arrange for partner to work with new employee
- [ ] Send area information collected from visitor's center or Chamber of Commerce if employee is re-locating to area
- [ ] Other _____

Administrative Information

- [ ] Keys
- [ ] PAF (Personnel Action Form)
- [ ] Evaluation period
- [ ] Other _____

- [ ] Application (if not completed prior to hire)
- [ ] Personal data form
- [ ] SS Notice

Office Information and Customs

- [ ] Review City & Department Policies (Ethics, DL)
- [ ] Introduction to co-workers
- [ ] Dress
- [ ] Telephone procedures
- [ ] Staff ID card
- [ ] Clerical Support/reception area
- [ ] Customer Service philosophy (culture of service)
- [ ] Office safety/security issues
- [ ] Sports teams, celebrations

- [ ] Work area (guidelines concerning decoration)
- [ ] Parking
- [ ] Mail
- [ ] Operation of equipment (include policies on use of radios, e-mail, fax, copier, etc.)
- [ ] "Call-in" procedure (for absences)
- [ ] Staff/tailgate meetings
- [ ] Account number
- [ ] Organizational publications
- [ ] Other _____

Job Specific Information

- [ ] Departmental Goals
- [ ] Organizational Chart
- [ ] Hours (work schedule, breaks, overtime, flextime)
- [ ] Job procedure manuals
- [ ] Uniforms (work shoes, etc.)
- [ ] Office and other materials/supplies
- [ ] Other _____

- [ ] Job description (duties, responsibilities, performance standards expected)
- [ ] Attendance
- [ ] Pay rate (pay days, timesheets)
- [ ] Severe Weather Individual Notification Designation Form
- [ ] Confidentiality practices
- [ ] PPE (personal protective equipment)
- [ ] Position-specific training profile (clerical, safety, supervisory, etc.)

Departmental Orientation Checklist

Office Tour

☐ Limited introductions

☐ Vending machines locations

☐ Locations of nearby departments

☐ Break room location

☐ Elevators

☐ Conference area(s)

☐ Files

☐ Other _____

☐ Restroom location

☐ Employee entrances

☐ Bulletin boards and other sources of information (use of intranet)

☐ Stairs

☐ Fire exits

☐ Restricted area(s)

☐ Storage

_____   _____

Supervisor's Signature   Date

_____   _____

Employee's Signature   Date