### Departmental Orientation Checklist

**Prior to New Employee’s Arrival**

- [ ] Designate work area
- [ ] Assign a phone number & provide phone directories
- [ ] Arrange for office supplies
- [ ] Prepare required paperwork
- [ ] Keep your schedule free to meet with new Employee
- [ ] Arrange to have lunch the first day
- [ ] Schedule NEO Program
- [ ] Plan a “welcome” get together with other staff
- [ ] Prepare first job assignment
- [ ] Arrange for partner to work with new employee
- [ ] Attach name to workplace (even if only Construction paper)
- [ ] Send area information collected from visitor’s center or Chamber of Commerce if employee is re-locating to area
- [ ] Give clear directions to department & where to park
- [ ] Other ________________________________

**Administrative Information**

- [ ] Keys
- [ ] Application (if not completed prior to hire)
- [ ] PAF (Personnel Action Form)
- [ ] Personal data form
- [ ] Evaluation period
- [ ] SS Notice
- [ ] Other ________________________________

**Office Information and Customs**

- [ ] Review City & Department Policies (Ethics, DL)
- [ ] Introduction to co-workers
- [ ] Dress
- [ ] Telephone procedures
- [ ] Staff ID card
- [ ] Parking
- [ ] Work area (guidelines concerning decoration)
- [ ] Clerical Support/reception area
- [ ] Mail
- [ ] Operation of equipment (include policies on use of radios, e-mail, fax, copier, etc.)
- [ ] Customer Service philosophy (culture of service)
- [ ] “Call-in” procedure (for absences)
- [ ] Account number
- [ ] Staff/tailgate meetings
- [ ] Other ________________________________

**Job Specific Information**

- [ ] Departmental Goals
- [ ] Job description (duties, responsibilities, performance standards expected)
- [ ] Organizational Chart
- [ ] Attendance
- [ ] Hours (work schedule, breaks, overtime, flextime)
- [ ] Pay rate (pay days, timesheets)
- [ ] Job procedure manuals
- [ ] Severe Weather Individual Notification Designation Form
- [ ] Uniforms (work shoes, etc.)
- [ ] Confidentiality practices
- [ ] Office and other materials/supplies
- [ ] PPE (personal protective equipment)
- [ ] Other ________________________________
- [ ] Position-specific training profile (clerical, safety, supervisory, etc.)
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