



Phase II – Department Supervisor Orientation – Please print

Employee Name _____ Department _____

Department _____ Supervisor _____

This checklist ensures that all necessary information, supplies, tools, and safety equipment have been given to each new employee within your department upon hire.

Provide employee with:	Notes
<input type="checkbox"/> Key for locker, desk, and office (where applicable)	
<input type="checkbox"/> Required equipment/tools	
<input type="checkbox"/> Required safety equipment	
<input type="checkbox"/> Employee’s job description	
<input type="checkbox"/> Initial assignment and necessary training	
Discuss:	
<input type="checkbox"/> Goals/training of the first 3 months	
<input type="checkbox"/> Type of on-the-job/classroom training	
<input type="checkbox"/> Possible promotional opportunities	
<input type="checkbox"/> Pay procedures (when, where, how)	
<input type="checkbox"/> Bulletin board/postings	
<input type="checkbox"/> Hours of work/lunch break	
<input type="checkbox"/> Department/company rules and regulations	
<input type="checkbox"/> How to get equipment, tools and supplies	
<input type="checkbox"/> Company safety policies	
a) Review department safety rules and record	
b) Explain procedures to follow in case of on the job injury	
<input type="checkbox"/> Overtime policy	
<input type="checkbox"/> Importance of good housekeeping	
<input type="checkbox"/> Attendance policy/calling in	
Additional items:	
<input type="checkbox"/> Introduce employee to staff and other departments	
<input type="checkbox"/> Tour of facility/location of restrooms	
<input type="checkbox"/> Observe duties of new job	
<input type="checkbox"/> Explain each step as performed	
<input type="checkbox"/> Explain systems (paging, voice mail, email)	

By signing, I acknowledge that the above list was completed to satisfy orientation.

Department Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

Return completed and signed form to the Office of Human Resources within 3 business days of new hire orientation. This form is the official document of the Office of Human Resources and will be placed in the employee personnel file.