ORIENTATION PROCEDURE

At Alcorn State University, we believe that each new employee is to be welcomed as a part of the team from the first day of employment. We seek to do everything possible to make the new employee’s adjustment to the job and to the work environment as pleasant as possible. For these reasons we:

1. Let each person who is hired know that we are happy to have him or her as an employee and colleague.
2. Provide all new employees with all the information they need.
3. Keep all employees fully informed on all matters of company policy and company action that might involve or affect them in any way.
4. Maintain open communication so employees can obtain information, get answers, and discuss concerns openly with supervisor, human resources associates, and officers of Alcorn State University.

Orientation is the final step in hiring.

The orientation program for all new employees consists of two phases:

1. Phase 1 – Human Resources
2. Phase 2 - Supervisors

It is important that each phase is completed. (See attached checklists.) If you do not receive the information listed or proper forms, call the Office of Human Resources.

Carolyn DuPré, Vice President
Finance and Administrative Services
Date

Wanda C. Fleming, DBA, Director
Office of Human Resources
Date
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.

<table>
<thead>
<tr>
<th>Provide employee with:</th>
<th>Notes</th>
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<tbody>
<tr>
<td>□ Key for locker, desk, and office (where applicable)</td>
<td></td>
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<tr>
<td>□ Required equipment/tools</td>
<td></td>
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<tr>
<td>□ Required safety equipment</td>
<td></td>
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<tr>
<td>□ Employee’s job description</td>
<td></td>
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<tr>
<td>□ Initial assignment and necessary training</td>
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Discuss:

□ Goals/training of the first 3 months
□ Type of on-the-job/classroom training
□ Possible promotional opportunities
□ Pay procedures (when, where, how)
□ Bulletin board/postings
□ Hours of work/lunch break
□ Department/company rules and regulations
□ How to get equipment, tools and supplies
□ Company safety policies
  a) Review department safety rules and record
  b) Explain procedures to follow in case of on the job injury
□ Overtime policy
□ Importance of good housekeeping
□ Attendance policy/calling in

Additional items:

□ Introduce employee to staff and other departments
□ Tour of facility/location of restrooms
□ Observe duties of new job
□ Explain each step as performed
□ 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.