



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:

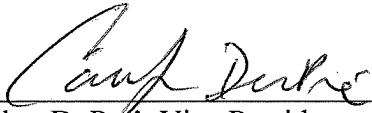
1. Let each person who is hired know that we are happy to have him or her as an employee and colleague.
2. Provide all new employees with all the information they need.
3. Keep all employees fully informed on all matters of company policy and company action that might involve or affect them in any way.
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 DuPre, Vice President
 Finance and Administrative Services

1/18/18

 Date



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

1/18/18

 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.

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.