

DEPARTMENT ORIENTATION CHECKLIST-STUDENT STAFF

New Employee Name: _____ ID: _____ Hire Date: _____
Position: _____ Department: _____ Supervisor: _____

Date Completed/Item Initial of Supervisor

- _____ Welcome new employee, give tour of the building, department, and new employee's work area.
- _____ Show employee where he/she may store his/her personal belongings.
- _____ Point out the location of rest rooms, lunch room, break room, water fountain, lockers, vending machines, supplies, etc.
- _____ Introduce to department co-workers and personnel in other departments with whom the person will work.
- _____ Give an overview of the department, its function and the role(s) it plays in the organization.

Discuss departmental standards:

- _____ Hours of work
- _____ Overtime authorization
- _____ Lunch break, other breaks
- _____ Attendance -- reporting illness/absence (who to call and when punctuality, how to record time worked, timesheet due dates
- _____ Telephone calls; personal; procedures for answering phone
- _____ Confidentiality requirements
- _____ Acceptable dress
- _____ Customer Service
- _____ Specific departmental rules and standards of conduct

Safety Instructions:

- _____ Rules
- _____ Equipment
- _____ Location of First Aid kits
- _____ Location of Fire Extinguishers and Exits
- _____ Location of tornado shelter for employee's work area
- _____ Accident reporting
- _____ Department specific safety rules

Review the Employee's Job Duties:

- _____ Purpose of the position
- _____ Relationship of the position with other jobs
- _____ Review the job description
- _____ Explain the job standards (Go over Staff Work Rules)
- _____ Explain the job priorities
- _____ Review the performance evaluation form with employee
- _____ Have student complete self pre-assessment of job skills (Optional)

FERPA Training (If applicable):

- _____ Employee completes on-line FERPA (privacy) training

Staff Policy Handbook:

- _____ Employee shown how to access the staff policy manual online.
- _____ Employee has reviewed the staff policy manual
- _____ Employee signs acknowledgement form to indicate the policy manual has been reviewed. Form attached to this checklist and sent to Human Resources.
- _____ Department/position-specific training, i.e. Jenzabar use, computer files, hard-copy files, office procedures, clock-in-out procedures (if required)
- _____ Questions from New Employee

Checklist Completed:

Employee Signature/Date

Supervisor Signature/Date