

**DIVISION/PROGRAM
NEW EMPLOYEE ORIENTATION CHECKLIST**

Facilities Orientation	Division/Program Orientation
<ul style="list-style-type: none"> <input type="checkbox"/> Restrooms <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Fitness centers <input type="checkbox"/> Bulletin boards <input type="checkbox"/> Office Supplies <input type="checkbox"/> Copiers, printers <input type="checkbox"/> Emergency exits <input type="checkbox"/> Evacuation procedures <input type="checkbox"/> Shuttle service <input type="checkbox"/> Black bags <input type="checkbox"/> ID card, photo, bus pass <input type="checkbox"/> Banking services <input type="checkbox"/> Postage <input type="checkbox"/> Bike lockers <input type="checkbox"/> Smoking rooms 	<ul style="list-style-type: none"> <input type="checkbox"/> Desk location/office <input type="checkbox"/> Introduction to co-workers <input type="checkbox"/> Order business cards <input type="checkbox"/> Telephone system <input type="checkbox"/> Computer logins/passwords <input type="checkbox"/> E-mail aliases <input type="checkbox"/> Safety orientation <input type="checkbox"/> Ergonomic workstation evaluation <input type="checkbox"/> Manual time card (1st pay period only) <input type="checkbox"/> Electronic time card
Supervisor's Orientation	Follow up monthly:
<ul style="list-style-type: none"> <input type="checkbox"/> Review organizational chart <input type="checkbox"/> Div/Prog goals and objectives <input type="checkbox"/> Employee's role, expectations <input type="checkbox"/> Performance appraisal review <input type="checkbox"/> Working standards <input type="checkbox"/> Assign a "Buddy" <input type="checkbox"/> Take employee to lunch <input type="checkbox"/> Talk to employee at end of day <input type="checkbox"/> Tell employee to come to you with concerns. Open door policy. <input type="checkbox"/> Division/program policies and procedures <input type="checkbox"/> Review 6-month trial period 	<p>After the first month, talk with the employee about the following:</p> <p style="padding-left: 40px;">What frustrates you? What motivates you? What do you want to learn? Am I meeting your expectations?</p> <p>Every month thereafter:</p> <p style="padding-left: 40px;">What do you think? Is the job what you thought it would be? What motivates you? What motivates you?</p>