

**LAB  
NEW EMPLOYEE ORIENTATION CHECKLIST**

<b>Facilities Orientation</b>	<b>Lab Orientation</b>
<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"/> Boulder B-Cycle	<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
<b>Supervisor's Orientation</b>	
<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"/> Take employee to lunch (optional) <input type="checkbox"/> Talk to employee at end of day <input type="checkbox"/> Encourage employee to come to you with concerns - "open door policy" <input type="checkbox"/> Lab policies and procedures	