# NEW EMPLOYEE ORIENTATION CHECKLIST
## Central Michigan University

Every new employee, regardless of previous training or experience, needs to be introduced to the work environment and instructed in the performance of specific tasks. Orientation programs are intended to get the new employee off to a good start by establishing a sense of belonging and cooperation, by creating favorable attitudes, by supplying necessary information that will answer an employee's questions, and by removing fears or uncertainties which may be barriers to effective job learning and performance.

The Following checklist of items must be covered in new employee orientation. Please meet with the employee within the first week of his/her start date to go through this list. Include any special information that is pertinent to your department.

**After you have completed the checklist, return the original to Human Resources. Retain a copy for the department and provide one to the new employee.**

**I. Job Requirements/Expectations**

_____ Department Organizational Chart
_____ Functions of Department
_____ Job Responsibilities
_____ Quantity of Work/Use of Time
_____ Attendance, Punctuality, Reporting of Absences (Vacation, Sick, Personal, etc.)
_____ Use of Equipment, Instruments, Property, etc.
_____ Performance Evaluations

**II. Work Hours**

_____ Begin/End of Shift
_____ Time Clock/Time Card/Time Sheet
_____ Lunch Hour/Eating Areas
_____ Breaks/Restrooms
_____ Flextime/Summer Hours

**III. Pay**

_____ Pay date – access to view check stub
_____ Overtime/Comptime (Must be Authorized By Supervisor)
_____ Shift Premium

**IV. Rules, Policies, Procedures/Other**

_____ Department Policies
_____ Safety (Where/Whom to Report Accidents)
_____ Emergency Procedures (Fire Extinguishers, Exits, Shelters)
_____ Smoking Regulations
_____ Telephone Calls (Personal, Long Distance, Emergency)
_____ Campus and U.S. Mail
_____ Ordering Supplies
_____ Keys and Lockers
_____ Staff Communications, Publications
_____ Bulletin Boards, Announcements Job Postings
_____ Training Workshops
_____ Introduction to Co-workers
_____ Uniforms
_____ Parking
_____ Entrances, Exits, Tour of Building
_____ University Policies and Procedures
_____ Contracting Authority Required
_____ Other _____
_____

_____ _____
Employee's Signature Date Supervisor's Signature Date

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Original: Personnel File Copies: Employee & Supervisor