



**Student and Temporary Employee
New Hire Orientation Checklist**
(you may adjust this form for your specific needs)

Employee Name:

Supervisor Name:

Tour:	
	Exits, evacuation plans, fire extinguishers, etc.
	Bathrooms
	Mailroom
	Where to put coats and backpacks
	Nearby offices or departments
	Where extra supplies are kept
	Their work station or area
	Introduce them to Faculty/Staff that use the area/office
	Fax machine (How to use it)
	Copy machine (How to use it)
	Other equipment (Please list)
Phones:	
	Preferred greeting for your department
	How to transfer calls and who gets which calls
	Taking messages
	Phone etiquette
	Important numbers
	Phone use (personal use policies)
Computers:	
	Log on
	What programs are used the most
	Office usage policies (can they check email, surf the web, do homework?)
Office Etiquette:	
	Confidentiality (sign a statement?)
	Dress code
	Daily duties
	Relaying information to co-workers
	Visitor's policy (can friends stop by to chat?)
	Use of keys/cards for access
	Mail distribution
	What should they do if they cannot come to work (call in, find replacement, etc.)
	Scheduled work hours
Office Information:	
	What is important to know about this office/department?
	Why do people come to this office?
	What questions do people typically ask when they come to the office?
	What are major events or happenings that will occur in the near future?
FAQs:	
	When do I get paid?
	Where do I pick up my paycheck?
	How/where do I complete my timesheet?
	How do I get on Payroll?
	Breaks?
	Is food/beverage allowed?
	Can I have my personal cell phone on and make/answer calls during work time?

Employee
Signature:

Supervisor
Signature:

Date:

