## Student and Temporary Employee New Hire Orientation Checklist

## (you may adjust this form for your specific needs)

Supervisor Name:

**Employee Name:** 

Employee

Signature:

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Tour:					
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)				
	Other equipment (Flease list)				
Phones:					
r nones:	Professed greating for your department				
	Preferred greeting for your department  How to transfer calls and who gets which calls				
	Taking messages				
	Phone etiquette				
	Important numbers  Phone use (nessent use naticine)				
Computors	Phone use (personal use policies)				
Computers:	Logon				
	Log on What programs are used the most				
	1 0				
Office Edisorettee	Office usage policies (can they check email, surf the web, do homework?)				
Office Etiquette:	Confidentiality (sign a statement?)				
	Confidentiality (sign a statement?)  Dress code				
	Daily duties				
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	Relaying information to co-workers  Visitor's policy (sen friends stop by to shot?)				
	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.)				
Office Informations	Scheduled work hours				
Office Information:	What is important to know about this office/department?				
	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?				
EA O	What are major events or happenings that will occur in the near future?				
FAQs:	When do Last mid?				
	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?				

Supervisor

Signature:

Date: