

# “Sample” Departmental Orientation Checklist

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Supervisors and managers may print this list and check off each item as it is completed. Expand and tailor this list to suit your departmental orientation needs. Decide what information needs to be covered Day 1, Week 1, and Month 1. Do not overload new faculty and staff by covering too much on Day 1.

## Prior to New Employee's Arrival:

- Designate work area
- Assign a phone number and provide telephone directories
- Arrange for office supplies
- Prepare required paperwork
- Keep your schedule free to meet with new employee
- Arrange to have lunch the first day
- Schedule new employee orientation with the Employment Office 974-6642
- Plan a "welcome" get-together with other staff
- Prepare first job assignment
- Arrange for mentor or buddy to work with new employee
- Attach name to workplace (even if only construction paper)
- Send area information collected from visitors center or Chamber of Commerce if employee is re-locating to the Knoxville area
- Give clear directions to department and where to park

## Administrative Information

- Keys
- Application (if not completed prior to hire)
- Ensure employee has applicable documentation for completion of forms at their scheduled new employee orientation held at Conference Center Building (i.e., I-9, tax forms, Personnel Information Form or PIF, personal data form)
- Evaluation Period

## Office Information and Customs

- Work area (and guidelines concerning decoration)
- Introduction to co-workers
- Parking
- Dress
- Mail
- Telephone procedures
- Operation of equipment (include policies on use of e-mail, fax, copier, etc.)
- Staff ID card

- "Call-in" procedure (for absences)
- Clerical support/reception area
- Staff meetings
- Customer service philosophy
- Account number
- Office safety/security issues
- Emergency Action Plan for building
- Employee's need for evacuation assistance
- Organizational publications
- Sports teams, union activities, celebrations

#### **Job Specific Information**

- Departmental Goals
- Job description (duties, responsibilities, performance standards expected)
- Organizational chart
- Hours/work schedule/ breaks/overtime/flextime
- Pay rate (pay days/time sheets)
- Job procedure manuals
- Confidentiality practices
- Office supplies (and how to obtain)

#### **Office Tour**

- Limited introductions
- Restrooms
- Vending machines
- Employee entrances
- Locations of nearby departments
- Bulletin boards and other sources of information
- Break room
- Stairs
- Elevators
- Fire exits
- Conference area(s)
- Restricted area(s)
- Files
- Storage