

Office Employee Orientation Checklist

Employee's Name:	
ID #	

Job Title:	
Hours/week:	

Department:	
Supervisor:	

Start Date:	
End Date:	

ADMINISTRATION

- Establish E-mail account
- Telephone/Voicemail set-up
- Send out Faculty/Staff wide introduction e-mail
- Employee schedule date for orientation with HR Department
- Explain use of:
 - ✓ Telephone – personal/company calls, long distance codes etc.
 - ✓ Photo Copy machines – locations, codes etc.
- Confidential agreement in letter of employment (Roll 3)
- Confidentiality form for Roll 3 employees
- Copy of departmental telephone directory
- Vacation folder
- Personnel folder
- Meeting set up with Department Manager Date: _____
- Meeting set up with Department Chair Date: _____

SAFETY/SECURITY

- Employee schedule date for WHMIS and Fire Safety training
- Receive a copy of the Orientation Binder
- Building & office keys
 - ✓ Discuss department lock up
- Sign Working Alone policy form and forward copy to Safety Office
- Health & Safety Information Sheet
- Name badge – send letter to HR/IT

SUPERVISOR

- Employee's working area (i.e. supplies) prepared and available
- Become familiar with local webpage – University – links – how to find people
- Know mentor person(s) for designated areas
- Business Cards – if applicable
- Explain use of:
 - ✓ Mail procedures – campus mail, local, international, on-line Fedex etc.
 - ✓ Supply and printing requests/orders procedures
 - ✓ Discuss location of departments and safety/security/emergency policies and procedures
- Explain hours of work/overtime/call-in procedures etc. Discuss lunch/break periods
- Review Job Description with employee
- Discuss JCQ – employee to sign cover page if JCQ for the position, if new position JCQ to be completed.
- Departmental Tours – HSC, site visits
- Training needs and recommended reading
- Discuss Parking