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