

ORIENTATION CHECKLIST - WAGE EMPLOYEES

Provided as an aid to getting a new employee off to a good start!

Employee name: _____

New Employee Checklist

Employee has completed online wage orientation.	How to use the fax machine, copier or any other specialized machines or equipment in your area. What is the fax number? Is a code or access instrument needed?
Form I-9	Mail system: mail stop number, account number for U.S. mail given (if applicable) Mail pick up and delivery times specified. Who to contact if problems occur regarding: computer (X38870), or Work Control: heating and AC, office machines, etc. (X32525).
Conditions of Employment	
Alcohol and Drug Policy Statement,	
Selective Service Form – Males Only	
Agreement to reimburse monies owed – If Applicable	
State and federal tax withholding forms completed and sent to HR.	Information provided on how to handle emergencies and inclement weather (call X31000)
Direct deposit allocations should be completed online through PatriotWeb	Parking explained, decals acquired if needed
Electronic time sheet process and pay dates explained.	Information provided on where lunch may be eaten, location of vending machines, coffee, etc. Is there a place to keep things cold? A microwave? Restroom location shown.
Department mission statement or department focus discussed.	ID card secured
Specific work hours and notification required for changes explained.	Specialized departmental handbooks provided
Dress code for area or job responsibility specified.	Department guidelines regarding daily breaks and calendar breaks explained
Job duties and responsibilities reviewed.	Applicable computer programs explained.
Use and abuse of phones discussed, including: which buttons do what, location of directories, and limits on personal calls.	Required hazardous materials information provided or special equipment needed made clear. Required training for safety and risk management specified.
Department standards of behavior discussed.	Telephone etiquette: How to answer the phones, transfer calls, screen calls (if applicable), and help a caller to reach the person or get the information he/she needs.
E-mail process explained.	Other members of staff introduced
Location of supplies, references and other needed materials shown. How are they ordered, acquired? (Any account numbers needed)	Department evaluation tools and tests discussed (if applicable).