

Employee Orientation Check List

Name: ISU ID#:
Job Title: Work Unit:
Start Date: Rate Of Pay:
Supervisor's Name: Telephone Numbers:
(work)
(home)

Mail Code:

Department Structure and Functions

- Overview of Department
- Department Orientation
- Customer Orientation
- Organizational Chart
- Function of work unit
- Work duties of others in the work unit
- Mission Statement and Operational Objectives
- Job Duties and Responsibilities (job description review)
- Performance standard for the job
- Probation Period
- Where to get Department help and information

Notes:

Physical Surroundings and Equipment

- Work area
- How to use the telephone
- Location of supplies
- Care of equipment
- Parking tips
- Keys and key control
- Housekeeping and Safety
- After hours access
- Use of staff ID number
- Fire extinguishers and Exits
- Review of specific information pertinent to department

Notes:

Pay for time worked

- Pay checks
- Timecards – how to complete
- Changes in personal status i.e. name, address, phone, etc

- Timecards – who signs
- Pay dates
- Problems with paychecks

Notes:

Hours of Work

- Work week and core hours
- Lunch break – when and how long
- Break periods – when and how long
- Work schedule changes – who OKs
- Flex schedule discussion
- Attendance expectations
- Overtime expectations
- Punctuality

Notes:

Absences and Leaves

- List of university holidays
- Vacation leave request process
- Use of leave and approval process
- Sick leave request process
- Call-in procedure and policy
- Military Leave
- Jury Duty
- Bereavement Leave
- Leaving during working hours
- Taking university classes

Notes:

Rights and Responsibilities

- Conduct and Dress Code
- Effective work relationships
- How to answer their phone
- Personal calls and emails
- Outline the use of university equipment/resources for personal use

Notes:

Misc:

- Job injury reporting (if in high-risk area)
- Confidentiality

Notes: