

New Employee Department Orientation Checklist

PRE-EMPLOYMENT ACTIONS

- _____ Submit ePAF form to Human Resources Service Team by NOON at least 2 business days prior to the employee's first day in the department.
- _____ Set up Computer Access for new employee
- _____ Confirm PeopleSoft ID #
- _____ Confirm Campus Information System (CIS) password

FIRST DAY

Getting Started

- _____ Online Orientation Access
- _____ People Soft ID #
- _____ Get ID card
- _____ Information Security and Confidentiality Agreement Signed

Department Equipment

- _____ Access to computer
- _____ Email Address
- _____ Access to software/information needed
- _____ Computer Policies
- _____ Security Access Form
- _____ Telephone
- _____ Keys
- _____ Other _____

Tour of Facility

- _____ Bathrooms
- _____ Break room
- _____ Emergency Exits
- _____ Conference/Meeting Rooms
- _____ Copier, Fax
- _____ Mail
- _____ Supplies
- _____ Other _____

Transportation

- _____ Parking Services
- _____ Where do department employees park
- _____ Trax/Bus Pass
- _____ Other _____

FIRST WEEK

Safety

- _____ Fire Exit and procedures
- _____ Safety procedures and how they impact the employee
- _____ Risks within department and how to minimize/prevent
- _____ Reporting process in case of accident
- _____ Defensive Driving Course (If driving for work purposes or in University vehicle)
- _____ HIPAA On Line Module (if applicable)
- _____ Other _____

Contacts

- _____ Who do they need to know
- _____ Telephone Directory
- _____ Email Directory
- _____ Notice Boards
- _____ Other _____

Department Policy on Personal Items

Processes

- _____ Telephone Standards
- _____ Voicemail Standards
- _____ Behavior Standards
- _____ Email
- _____ Dress code
- _____ Making Long Distance Calls
- _____ Scheduling Conference Rooms
- _____ Getting supplies
- _____ Other _____

Time and Attendance

- _____ Calling in Sick
- _____ Request for Vacation/Personal Preference
- _____ Holidays
- _____ Procedures for the beginning and ending of the employee's shift
- _____ Reporting Hours/Kronos/time clocks
- _____ Shift Work

Employee Signature

Supervisor/Buddy Signature

New Employee Department Orientation Checklist

_____	Personal calls	_____	Breaks, Lunch
_____	Personal copies	_____	Schedule
_____	Personal email	_____	Overtime/Comp Time (If applicable)
_____	Internet Use	_____	Pay days
_____	Lockers, Where to store personal items	_____	Other _____
_____	Other _____		

Meetings

_____ Staff Meetings
_____ Other Meetings
_____ Schedule follow up meetings
(Recommended 30-day and 90-day).
_____ Other _____

FIRST MONTH

Your Department

_____ Job Expectations (May include Job
Description and/or Perf. Evaluation)
_____ Organization Chart
_____ Department Goals, Mission and Values
_____ U of U Ethical Standards and Code of Conduct (www.hr.utah.edu/ethicalstandards/index.php)
_____ Other _____

SECOND MONTH

Review of On Line Modules

_____ Check Benefits Module and documentation has been completed

THIRD MONTH

Employee Progress Review

_____ Check progress with on line modules and department checklist
_____ Complete 3 month review with employees in probationary period

FOURTH AND FIFTH MONTHS

Employee Progress Review Continues

_____ Complete 5 month review with employees in probationary period
_____ Check progress of orientation and review performance
_____ Contact Service Team to review options if performance not on track

Employee Signature

Supervisor/Buddy Signature