



NEW EMPLOYEE DEPARTMENT ORIENTATION CHECKLIST

PRE-EMPLOYMENT ACTIONS

- _____ After Clearance to Hire confirm start date with Employee
- _____ Send New Hire Packet to Employee
- _____ Register Employee for in Person Orientation
- _____ Send ePAF Form to HR Rep
- _____ Set up Computer Access for Employee
- _____ Confirm PeopleSoft ID #

FIRST DAY

Getting Started

- _____ Online Orientation Access
- _____ People Soft ID #
- _____ Get ID badge
- _____ 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 _____

Safety

- _____ On Line Safety Test

Immunizations

- _____ Obtain Immunization Form and accompanying documentation from Employee
- _____ Check completeness of form and discuss deficits with Employee
- _____ Send Employee to Employee Clinic if needed
- _____ Send completed form and documentation to Employee Infection Control, AA217, School of Medicine

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
- _____ Other _____

Contacts

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

Processes

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



Department Policy on Personal Items

- Personal calls
- Personal copies
- Personal email
- Internet Use
- Lockers, Where to store personal items
- Other _____

Meetings

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

Time and Attendance

- Time Clocks
- Calling in Sick
- Request for Vacation/Personal Preference
- Holidays
- Procedures for the beginning and ending of the Employee's shift
- Reporting Hours/Kronos
- Shift Work
- Breaks, Lunch
- Schedule
- Overtime/Comp Time (if applicable)
- Pay days
- Other _____

FIRST MONTH: Your Department

- Job Expectations (May include Job Description and/or Performance Evaluation)
- Organization Chart
- Department Goals, Mission and Values
- Complete 30 day review with employee
- 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 90 day review

FOURTH AND FIFTH MONTHS: Employee Progress Review Continues

- Check progress of orientation and review performance
- Contact Service Team to review options if performance not on track

SIXTH MONTH: Employee Progress Review Continues

- Complete Probationary Review
- Complete Performance Evaluation
- Review Behavior Standards
- Complete Competency Assessment
- Confirm employment at the end of the probationary period if performance is satisfactory
- Contact Service Team if performance not satisfactory

Employee Signature

Supervisor/Buddy Signature