# NEW EMPLOYEE
DEPARTMENTAL ORIENTATION CHECKLIST

| Name of New Employee: __________________________ | Start Date: ____________ |
| Supervisor: ____________ | Department: ____________ | Location: ____________ |
| Tiger Buddy Name: __________________________ | Phone: __________________ |

Please review all checklist tasks and return this form to the Office of Human Resources completed no more than three weeks from the new employee’s start date.

<table>
<thead>
<tr>
<th>Employee Initials</th>
<th>Department Trainer Initials</th>
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1. **Department Mission /Job Description**
   - Provide copy of Department’s Mission Statement
   - Review meaning
   - Provide copy of Job Description
   - Perform Planning Session

2. **Job Orientation & Training**

3. **Department Information:**
   - Hours of operation
   - Schedule
   - Parking location and decal
   - Lunch hour and break policy
   - Department safety information
   - Mail procedures

4. **Obtain Employee Photo ID**

5. **Telephone System Orientation:**
   - Department phone number and extensions
   - Dialing local and long distance
   - Call forwarding
   - Voice mail operation
   - Office etiquette for answering incoming calls

6. **Location Introductions and Tour with Buddy:**
   - Tour of Campus to include but not limited to Campus Security, rest room, break area, and cafeteria
   - Introductions to various outside departmental staff and key personnel

7. **Workstation Orientation:**
   - Provide key to office if applicable
   - Computer orientation (college web site, email, Banner, etc.)
   - Order business cards if applicable
   - Location of forms and office supplies within the department

Employee Signature of Completion: __________________________ Date: ________________

Supervisor Signature of Completion: __________________________ Date: ________________