

NEW EMPLOYEE ORIENTATION CHECKLIST

Please go over the following checklist with your new employee on the first day of the job. Check off the items as completed, sign this form and return it to the _____ within _____ working days.

Employee Department

Position: _____

- _____ Take employee on a tour of the school and/or other facilities and particularly the area(s) where s/he will be working.
- _____ Introduce employee to all those working in the immediate area and to others with whom the employee may have to work.
- _____ Review the job description and explain how fulfilling the responsibilities are important to the Corporation.
- _____ Explain probationary period, if applicable.
- _____ Explain "Open-Door Policy".
- _____ Provide and then review section of the Staff Handbook or review all relevant Board policies, District guidelines, and forms in appropriate sections (2000, 3000, 4000, 5000, etc.).
- _____ Describe evaluation process.
- _____ Explain procedure for reporting hours worked.
- _____ Explain pay periods, paydays, and how paycheck is received.
- _____ Make sure employee's questions are adequately answered.
- _____ Help the employee feel welcome and at ease with the new work environment.
- _____ Inform the employee who to contact with questions about job duties and/or company policies.
- _____ Explain appropriate attire.

Supervisor Date

I have been oriented to my new position as indicated above.

Staff Member Date