

## DEPARTMENTAL ORIENTATION CHECKLIST

Employee's Full Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Department: \_\_\_\_\_ Department Contact: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Phone: \_\_\_\_\_

**This checklist is designed to assist hiring departments and new employees with departmental orientation. Departmental representatives need to discuss the items below with new hires, then sign and date the back of this form to indicate completion. The completed form should be placed in the employee's departmental file.**

<b>DEPARTMENT</b>	<b>Completed(√)</b>
<b>Via Telephone with New Employee (Prior to first day of employment)</b>	
Confirm first day/work hours	
Discuss dress code/uniform distribution	
Discuss payroll frequency, overtime pay (straight pay and time and one half rate)	
Discuss parking arrangements; provide directions to Dept. of Parking and Transportation	
Emphasize the importance of benefits/payroll appointment	
Obtain emergency contact phone numbers	
Complete Section 1 of I-9 (online)	

<b>Department Arrangements (Prior to first day of employment)</b>	<b>Completed(√)</b>
Introduce new employee by e-mail or letter	
Select current employee to assist new employee; inform current employee of expectations	
Assign 1st day/1st week checklist activities to appropriate staff	
Provide workspace and necessary office equipment/supplies	
Prepare department orientation agenda	
Inform department computer support team of new hire; request assistance creating accounts, registering for email, etc.	

<b>1st Day/1st Week</b>	<b>Completed(√)</b>
Supervisor to greet new employee at start of first day	
Introduce new employee to current employee who was assigned to assist	
Accompany new employee to his/her office	
Review computer set up, log on, e-mail, data security and Responsible Computing Handbook	
Review phone number and phone system training, FAC (Forced Access Code), phone mail as applicable	
Discuss/distribute office supplies, UVA directory, Charlottesville directory, name plate, etc.	
Tour office/department (restrooms, break room, introduce to internal/external staff, identification/access card, and/or appropriate keys)	
Discuss communication opportunities - staff meetings, department meetings, newsletters, etc.	
Provide brief history of department	
Provide departmental/university organizational charts	

<b>1st Day/1st Week</b>	<b>Completed(√)</b>
Complete Section 2 of I-9 (online)	
Brief discussion of employee's role in department/University (also discuss department's and University's mission)	
Provide up-to-date written position description (job duties/scope, essential/non-essential employees) and performance expectations	
Discuss Performance Planning and Evaluation (Lead @) process (general overview)	
Discuss recording leave (Self Service Time and Leave -SSTL)	
Discuss/provide reference for leave policies	
Discuss holiday schedule and process for requesting leave	
Discuss lunch/break periods	
Discuss training/educational opportunities/recommended reading	
Discuss tuition waiver/reimbursement—other educational opportunities	
Discuss UTS (University Transit Service) - have bus schedule available in department	
Discuss safety and security/emergency conditions and response, such as: a. Fire, disaster preparedness, emergency/ bomb threat procedures b. Accident injury procedures c. Emergency blue phones on Grounds (Dial 9+911) d. Inclement weather policy e. Universal precautions and HAZMAT (if applicable)	
Discuss WorkMed's services (refer to: <a href="http://www.healthsystem.virginia.edu/internet/occupational-health/">www.healthsystem.virginia.edu/internet/occupational-health/</a> )	

<b>Approximately 3 Months From Hire Date</b>	<b>Completed(√)</b>
Consider conducting 3- Month Performance Evaluation (recommended)	
Discuss comprehension of job responsibilities	
Discuss professional development opportunities	

<b>Department-Specific Requirements/Notes - to be customized by each department</b>

**Completion of Checklist: (Both new employee and departmental representative must sign below indicating checklist information has been completed in full).**

**Employee:** \_\_\_\_\_  
**Signature**
**Date**

**Department Representative:** \_\_\_\_\_  
**Signature**
**Date**

**Updated: 8-9-11** This form is used with permission from the University of Virginia.