

Provide a copy of the completed document to the site Safety Coordinator for the safety audit file

SUPERVISOR'S ORIENTATION CHECKLIST

NAME: _____ TITLE: _____
As listed on Social Security Card

OFFICE/SECTION: _____ HIRE DATE: _____

- ☐ **Full-time Classified Appointment w/full benefits:** ☐ *Probational*; ☐ *Transfer-in w/Permanent Status*; ☐ *Transfer-in w/Probational Status*; ☐ *Non-Competitive Reemployment*
- ☐ **Special Appointment** (call HR Office for explanation of benefits) ☐ *Unclassified Appointment*; ☐ *Classified Job Appointment*
- ☐ **Part-time/Temporary Class/Uncl. Appointment** (No Benefits: no leave, no paid holidays, no retirement, no insurance): ☐ *Restricted*; ☐ *Seasonal or WAE Wage*; ☐ *Student*

NOTE: Temporary employees working 30 hours or more per week are offered insurance **only** after 120 consecutive days of full-time employment.

- =====
- ___ Introduced to supervisor, subordinates and co-workers
 - ___ Toured department and introduced to staff
 - ___ Shown location of wash rooms, water fountains, vending machines, etc.
 - ___ Assigned work space and equipment
 - ___ Explained general layout of office
 - ___ Explained office hours and work schedule (lunch, breaks, flex-time, flexible schedules and the possibility of hours and schedules changing)
 - ___ Furnished necessary handbooks, manuals, and other materials
 - ___ Discussed Written General Safety Plan, site specific safety rules, required safety training, safety responsibilities, and employee signed site safety policy acknowledgments
 - ___ **General office policies** regarding the following:
 - ___ Leave System ___ Overtime ___ Dress Code
 - Other _____
 - ___ Employee signed policy acknowledgments if required by unit
 - ___ Made provisions for on-the-job training
 - ___ Explained organizational and functional structure of *department*
 - ___ Explained organizational and functional structure of *division or section*
 - ___ Explained and described position in division or section
 - ___ Discussed job description and nature of appointment

- ___ Discussed parking and made provisions for building access
- ___ Explained all uniforms, building access cards, keys, and parking cards must be returned upon termination of employment
- ___ Explained State travel regulations
- ___ Explained grievance procedures
- ___ Afforded employee opportunity to ask questions.

***** Must schedule within 1st 90 days of hire *****

- ___ Discussed Performance Evaluation System (PES) and scheduled Performance Planning Session on _____
- ___ Discussed departmental policy orientation (as conducted by Human Resources staff) and scheduled policy orientation session on _____
- ___ Discussed annual training requirements required with employee:
 - a) Sexual Harassment Training
 - b) Code of Governmental Ethics Training

Other items discussed as determined or required by office or section:

Supervisor Signature

Date

I have been informed of all items listed on this checklist and have been given an opportunity to ask questions.

Employee Signature

Date

