New Employee Orientation

Employee Name: ____________________________  Supervisor: ____________________________
Job Title: ________________________________  Start Date: ________________________________

_________ HUMAN RESOURCES ORIENTATION _________

BENEFITS
Overview by Vice President of Finance

WELCOME, TOUR, COMPANY INFO, POLICIES

Finance Staff will meet with new employee to:

1. Introduce to TATC Staff
2. Tour of restrooms, mail room, kitchen, smoking areas, emergency exits and emergency assembly points, etc. Provide a department building map (if possible)
3. Show where to get supplies
4. Walk through the TATC website and explain how to find:
   I. Employee Handbook
   II. TATC policies, procedures and forms
   III. Calendar
   IV. Requisition for supplies and equipment
   V. Work order for facilities
   VI. Reimbursements
   VII. Staff list with telephone numbers, etc.
   VIII. Leave request and reporting forms

Human Resources (Print) ____________________________________________

Human Resources (Signature)________________________________________

Date Completed: ____________________________________________

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