New Employee Orientation

Employee Name: ____________________________  Supervisor: ____________________________

Job Title: ________________________________  Start Date: ____________________________

_________ SUPERVISOR ORIENTATION _________

PREPARATION

1. Work area:
   A. Ensure computer, telephone and other office equipment is ready for use:
      I. Schedule time with the IT Administrator to ensure hardware and system access is available.
      II. Ensure the IT Administrator is available the first day to set up new employee on systems.
   2. Tell the new employee where to park on first day.
   3. Ask new employee to bring employee eligibility information on first day.
   4. Talk with current team members about the new employee’s role and responsibilities.
   5. Plan new employee training.
   6. Notify other work groups about the new employee’s arrival.
   7. Schedule a time and date for the new employee to meet with the Human Resources.

DAY ONE

1. Personally welcome the new staff member when he/she arrives.
2. Describe the orientation plan for the first few days:
   A. Advise new employee on the dates and times to meet with Human Resource Staff and any other work groups (i.e. Network Administrator).
3. Schedule:
   A. Lunch hour suggestions
   B. Exercise Policy
   C. Flexible Work Schedule
4. Describe parking options.
5. Introduce co-workers of the immediate work area.
6. Show the new employee his/her work area.
7. Provide brief UCAT/TATC history—specifically instruction and program overview:
   A. Instructional calendar
   B. Hourly employee payment calendar
New Employee Orientation

1. Explain why the job is important and how it relates to department and institutional goals.
2. Review organizational chart:
   A. Define department’s function and interrelationships with other departments
   B. Identify others in similar jobs
   C. Review reporting protocol
3. Review the job description.
4. Describe who and how to notify about sick or vacation days.
5. Discuss overtime needs and assignments.
6. Review how often to check in about assignments; when and how to ask for help.
7. C. Hourly Worksheets
   D. Employer Advisory Committee (EAC)
   E. Council on Occupational Education (COE)
   F. Instruction
   G. Student Services
8. Request keys, equipment, uniforms, name plate, business cards, etc.
9. Show how to operate equipment for initial assignments.
10. Describe regular meetings and other regularly scheduled meetings.
11. Allow time to set-up work space, voicemail, email, etc.
13. Meet with the new employee at the end of the day to answer questions and to find out how the day went.

First Two Days

1. Explain why the job is important and how it relates to department and institutional goals.
2. Review organizational chart:
   A. Define department’s function and interrelationships with other departments
   B. Identify others in similar jobs
   C. Review reporting protocol
3. Review the job description.
4. Describe who and how to notify about sick or vacation days.
5. Discuss overtime needs and assignments.
6. Review how often to check in about assignments; when and how to ask for help.
New Employee Orientation

7. Describe types of assistance available; buddy, local procedure manuals (on website).
8. Arrange meeting time with “buddy”.
9. Review the Standard of Personal Conduct Policy
10. Review how to handle confidential information.
11. Review safety/accident procedures; first aid supplies; how to report hazards.
12. Review emergency assembly point, fire alarms and extinguishers.
13. Show how to send and where to receive US and on-campus mail.

First Week

1. Describe and plan the performance review process.
2. Establish performance and professional development goals.
3. Review wage and salary administration process.
4. Meet daily to answer questions and to find out how the day went.
5. Attend the New Student Orientation conducted on a weekly basis by Student Services.

Periodic Progress Reviews

1. After the new employee’s first week, set regular schedule to meet.
2. Ask for the employee’s assessment of how the orientation process is going, and identify specific support you can provide.

Supervisor (Print):________________________________________________________________________

Supervisor Signature:____________________________________________________________________

Date Completed:__________________________________________________________________________