



Employee Name: _____

Supervisor: _____

Job Title: _____

Start Date: _____

NEW EMPLOYEE ORIENTATION

WELCOME, TOUR, COMPANY INFO, POLICIES

Supervisor will meet with new employee to:

- 1. Introduce to Tooele Tech 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 Tooele Tech website and explain how to find:
 - I. Employee Policies
 - II. TATC plans and 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

BENEFITS

Overview by Vice President of Finance

Supervisor (Print): _____

Supervisor Signature: _____

Date Completed: _____

