

Minnesota State University Moorhead
New Employee Orientation
Departmental Checklist

Employee Name:

Start Date:

Position:

Department:

Supervisor:

Check if completed or indicate "NA" if not applicable.

- _____ Employee work area prepared
 - _____ Office equipment
 - _____ Supplies
 - _____ Computer access
- _____ Tour of work area(s)
- _____ Introduce to other employees
- _____ Identify location of policy and procedure manuals
- _____ Explain training schedule
- _____ Review position description
- _____ Explain departmental reporting lines
- _____ Review security and fire procedures
- _____ Provide keys
- _____ Explain safety rules, regulations, procedures and equipment
- _____ Verbally review the policy on sexual harassment and non-discrimination
- _____ Discuss work hours, attendance, lunch and break policies
- _____ Discuss location of break/lunch room/food locations on campus
- _____ Explain how to call in sick, request vacation time, timesheet location, likelihood of overtime
- _____ Indicate location of bulletin boards and mailboxes
- _____ Discuss dress code
- _____ Discuss workplace culture and communication
- _____ Discuss use of state property, i.e. phone, computer, fax
- _____ Discuss employee campus committees
- _____ Other: _____

Employee Signature/Date

Supervisor Signature/Date

Note: Supervisor is to forward this completed form to Human Resources. Copy to employee.