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 regulations
____ 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.

Minnesota State University Moorhead is an Affirmative Action, Equal Opportunity/Diversity Employer and Educator.