

Orientation Checklist

Please complete and return to Human Resources no later than two weeks from the date of orientation. Interoffice to TCU Box 298200 or scan and copy to hrrtraining@tcu.edu.

Name:	Date of Orientation:
Supervisor Name:	Department/Ext#:

Item	Supervisor's Initials	Date	Employee's Initials	Date
1. Employee has received a job description.				
2. Performance evaluation standards and form discussed.				
3. Employee introduced to other staff.				
4. Employee given tour of work area, office, building and designated bad weather shelter areas.				
5. Keys issued and security system explained.				
6. Office routine: break time, lunchtime, coverage, regular hours.				
7. Recordkeeping explained.				
8. Work station location identified.				
9. Reporting relationships explained (who is your boss, who is <i>her</i> boss, etc.)				
10. Location of supplies, forms, copiers and fax				
11. Logistical issues discussed (parking sticker, ID card).				
12. Notification procedure for absence and lateness explained.				
13. Internal departmental policies and procedures explained.				
14. Requirement for 5 consecutive day vacation explained, if required for position.				
15. Training on equipment specific to employee's job arranged.				
16. Reporting of on-the-job injuries explained.				
17. Informed of online compliance training and deadline for completion.				
18. Miscellaneous				