## EMPLOYEE DEPARTMENTAL ORIENTATION CHECK LIST

This check list should be used by supervisors to orient new employees to the department. It may also be used for a current employee who has transferred or been promoted to a new position. By discussing the topics on this check list, the employee should do a better job, feel welcome to the department, and have a clear understanding of what is expected of him/her. Give a copy of this check list to the employee to follow along as you discuss each item and keep a copy for your records.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Michael Velezco</th>
<th>Department</th>
<th>RecSports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Custodian II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starting Date</td>
<td>2-23-09</td>
<td>Starting Rate of Pay</td>
<td></td>
</tr>
<tr>
<td>Supervisor's Name</td>
<td>Carlos Ramos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Departmental Operations
- [ ] University Mission
- [ ] Department Mission
- [ ] Confidentiality
- [ ] Organization of Department
- [ ] Employee Duties and Responsibilities (PDQ)
- [ ] Performance Expectations
- [ ] Work of Others in Department
- [ ] Team Work

### PAY FOR TIME WORKED
- [ ] Pay Check
- [ ] Pay Day
- [ ] Direct Deposit
- [ ] Rate of Pay
- [ ] Compensatory Time
- [ ] Time Cards
- [ ] Where to Obtain Time Cards
- [ ] Where to Return Time Cards
- [ ] How to Complete Time Cards

### PHYSICAL SURROUNDING AND EQUIPMENT
- [ ] Work Area
- [ ] Demonstration of Equipment
- [ ] Location of Supplies
- [ ] Fire Extinguishers and Exits
- [ ] Safety Regulations
- [ ] Work Uniforms/Proper Dress
- [ ] Work Employee Lounge (Restroom)
- [ ] Smoking Area
- [ ] Parking
- [ ] Keys
- [ ] Bulletin Boards
- [ ] ID Cards
- [ ] Lunch Room (refrigerator/microwave)

### ABSENCES
- [ ] Leave Traq
- [ ] Holidays
- [ ] Sick Leave, Vacation

### HOURS OF WORK
- [ ] Define Work Week
- [ ] Starting Time
- [ ] Quitting Time
- [ ] Work Schedule Changes
- [ ] Required Overtime
- [ ] Meal Period
- [ ] Break Period

Discussed on 2-26-09

Date