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>Bethany Fabenlich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Events Coordinator</td>
</tr>
<tr>
<td>Department</td>
<td>VCSA</td>
</tr>
<tr>
<td>Starting Date</td>
<td>11/3/08</td>
</tr>
<tr>
<td>Supervisor’s Name</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 Exit
- Safety Regulations
- Work Uniforms/Proper Dress
- Work Employee Lounge (Restroom)
- Smoking Area
- Parking
- Keys
- Bulletin Boards
- I.D. Cards
- Lunch Room (refrigerator/microwave)

ABSCENCES

- 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 11/3, 4, 5

Signed: Bethany Fabenlich 12/9/08