

SUPERVISOR ORIENTATION GUIDE

Employee Name: _____

Please cover the below within the first few days of employment with the new employee. This is to be used as a general guide, not intended to be all inclusive. Have employee sign at the bottom and return to Human Resources.

Work Schedule

- ▶ Work day (starting and quitting times)
- ▶ Meals and breaks
- ▶ How to schedule time off
- ▶ Who to call if unable to get to work
- ▶ Inclement weather (use best judgment)
- ▶ Completing timesheet or timecard, if applicable

Work Responsibilities

- ▶ Thoroughly explain the position job description (give copy if new hire did not receive a copy during the selection process)
- ▶ Explain the review process (90-day review, annual review)
- ▶ Review quality standards and expectations
- ▶ Explain the importance of correctly handling confidential information and matters.
- ▶ Familiarize the employee with the files and records, if applicable
- ▶ Where to go if new employee has question or problem
- ▶ How to contact the IT Help Desk at ext. 4005

Work Environment

- ▶ Restroom locations
- ▶ Campus tour by Admissions, if individual did not have one during the selection process
- ▶ Department tour and introductions to coworkers (and explain the relationship)
- ▶ Fire extinguishers and exit locations
- ▶ Periodic drills (where to go, what to take, etc.)
- ▶ Office equipment and supplies (how to use, how to maintain, where to find needed supplies)
- ▶ Mailroom (hours of operation, box, etc.)
- ▶ Talking/Noise level (explain any restrictions on talking and/or playing a radio)

Work Procedures

- ▶ Parking: Where to park and how to obtain a parking permit
- ▶ Work-Related Injury: Notify supervisor and contact HR
 - Complete Accident/Incident Report
- ▶ Emergency Situations
 - Notification system
 - Who to contact
- ▶ Smoking and chewing tobacco (where permitted)
- ▶ Dress (what's acceptable)
- ▶ Telephones: Instruction for operation and how to reimburse college if you make a long distance call
- ▶ Cell phone usage and minimizing personal telephone calls during work
- ▶ Food and beverage (explain any restrictions, if applicable)
- ▶ Keys and Paw Pass (direct to Information & Reception in Main Hall)

Miscellaneous

- ▶ Where to put coat, lunch, and other personal items
- ▶ Organizational chart, phone directory, etc.
- ▶ List of relevant acronyms (if applicable)

Employee Signature

Date

Supervisor Signature

Date