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 ________________