



NEW EMPLOYEE DEPARTMENTAL CHECKLIST

This checklist is not a mandatory requirement. It is provided to you, to assist you and your new employee in acquainting them to their new duties, surroundings, and the protocols associated with your particular work environment.

	Supervisor Initials	Employee Initials
1. Work Schedule (Discuss work schedule and when lunch hours and breaks may be taken)	_____	_____
2. Dress Code (Discuss appropriate appearance and employee's image as reflection of the department)	_____	_____
3. Smoking Policy (Designated areas)	_____	_____
4. Requesting Leave (Discuss how far in advance an employee must request leave and how to request it)	_____	_____
5. Sick Call Procedures (Discuss your expectations when an employee calls in sick)	_____	_____
5. Departmental History and Mission (Discuss employee's role in accomplishing mission)	_____	_____
6. Departmental Organizational Chart	_____	_____
7. Training Period (Discuss when employee should be independent)	_____	_____
8. Departmental Evacuation Route (For Fire and Tornado)	_____	_____
9. Building Hours	_____	_____
10. Office Keys (if applicable)	_____	_____
11. Parking Locations and Entrance Pass	_____	_____
12. Voice Mail Set-Up Procedures	_____	_____
13. Phone Answering Protocols (Discuss appropriate manner to answer incoming calls)	_____	_____
14. Copier Usage and Codes (if any) (Discuss appropriate use of sensitive items and personal use)	_____	_____
15. Computer and E-Mail Access (Discuss appropriate use of internet and personal use)	_____	_____
16. Fax Machine Location and Usage	_____	_____
17. Mail and Departmental Mail Processes	_____	_____
18. Completion of Performance Plan	_____	_____