



Department Orientation

Name: _____ Start Date: _____

Department: _____

DEPARTMENT LIFE

- ✓ Introduction to Co-workers
- ✓ Department Work Hours
- ✓ Break and Lunch Arrangements
- ✓ Overtime Policies
- ✓ Who to Contact if Absent
- ✓ Building Layout
- ✓ Parking
- ✓ Campus Tour
- ✓ Telephone Policies and PIN #
- ✓ Keys and/or Banner/Email Access
- ✓ Department Policies & Procedures
- ✓ Department Dress Code

SUPERVISORY EXPECTATIONS

- ✓ Explanation of Duties and Responsibilities (provide job description)
- ✓ Performance Review Schedule (90 day, annual and upon request)
- ✓ Employee's Expectations of Position
- ✓ Supervisor's Expectations of Employee
- ✓ Organizational Structure of Department
- ✓ Departmental Direction and Function within the University

EMERGENCY PROCEDURES

- ✓ Emergency Exits
- ✓ Medical and Fire Procedures
- ✓ Safety and Work Rules
- ✓ Special Safety Equipment (if any)

PAY PRACTICES

- ✓ Time Sheets or Absence Reports
- ✓ Pay Dates
- ✓ Procedure to Obtain Paycheck

UNIVERSITY POLICIES

- ✓ Orientation Period
- ✓ General Work Expectations
- ✓ Discipline Process
- ✓ Grievance Procedure
- ✓ Work Injury Procedures – Accident Report, Medical treatment of injuries
- ✓ Civility
- ✓ Flexible Work Schedule
- ✓ Diversity
- ✓ Job Posting
- ✓ Sexual Harassment Policy
- ✓ Conflict of Interest Policy
- ✓ Smoke Free Campus
- ✓ Alcohol & Drug Free Workplace
- ✓ Flexible Benefit Program

Employee Signature

Date

Supervisor's Signature

Date