

New Employee Orientation Checklist

Check One: Full-time Part-time Adjunct Faculty

Employee Name: _____ Dept./Division: _____
 Banner ID: _____ Supervisor: _____
 Employee Title: _____ Start Date: _____

Supervisors are to review the following specific items of information with all new employees, as appropriate, on or before the first workday. This form is to be signed by the supervisor and employee and returned to Human Resources within two weeks of the hire date.

Supervisor – Check or enter NA in all blanks that do not apply:

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| <ul style="list-style-type: none"> ___ 1. New Employee Online Orientation ___ 2. Work Schedule-Hours, etc. ___ 3. Wage Information (rate/salary) ___ 4. Pay Procedures ___ 5. Verify Employee ID ___ 6. Terms of Employment (status) ___ 7. Leave Policies/report and request ___ 8. Policy and Procedures Notebook ___ 9. Meeting/Guidelines ___ 10. Parking Regulations ___ 11. Uniforms ___ 12. Housekeeping ___ 13. Keys ___ 14. Smoking Guidelines ___ 15. Telephone Use ___ 16. Communications ___ 17. Safety in the Workplace ___ 18. Purchasing Procedures ___ 19. Clerical Assistance | <ul style="list-style-type: none"> ___ 20. Organizational Chart ___ 21. Job Description ___ 22. Performance Appraisal ___ 23. Consulting/Community ___ 24. Professional Organization ___ 25. Probation Period/Discipline ___ 26. Dept./Division Regulation & Procedures ___ 27. Emergency Procedures ___ 28. Consensual Relations Policy ___ 29. Conflict of Interest Policy ___ 30. Weapons Policy ___ 31. *Required Training HR Website ___ 32. *ADHA (ONLINE) ___ 33. *Workplace Violence (ONLINE) ___ 34. *Emergency Procedures (ONLINE) ___ 35. *ADA (IN-PERSON) ___ 36. Copy of Social Security Card to Payroll |
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Additional information for Full-time or Adjunct Faculty:

- ___ 1. Term Adjunct Teaching Agreement
- ___ 2. Adjunct Faculty Resource Booklet
- ___ 3. Teaching Responsibilities/syllabus/text
- ___ 4. Faculty Tenure Guide

Adjunct Faculty are hired with no expectations or obligation for employment beyond current teaching assignment. Adjunct faculty receives no paid benefits and are not eligible for tenure. Adjunct faculty should not serve on College committees.

I have been briefed on items marked above and received the employee discounts/policies indicated.

_____ Employee's Signature Date	_____ Supervisor's Signature Date
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