

# New Employee Department Orientation Checklist

## Return to the Office of Human Resources

Name of New Employee: \_\_\_\_\_ Orientation Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Co-worker Information Name: \_\_\_\_\_

Please review all checklist tasks and return this form completed within 15 days from the new employee's orientation date.

	Employee Initials	Supervisor Initials
1. Department Mission Statement		
<input type="checkbox"/> Provide copy	_____	_____
<input type="checkbox"/> Review meaning		
2. Department Information		
<input type="checkbox"/> Evacuation Procedures	_____	_____
<input type="checkbox"/> Hours of Operation		
<input type="checkbox"/> Schedule (requests and changes)		
<input type="checkbox"/> Professional dress		
<input type="checkbox"/> Lunch hour and Break policy		
<input type="checkbox"/> Department safety information		
<input type="checkbox"/> Mail procedures		
3. Job Description - return signed copy to the Office of Human Resources along with this checklist	_____	_____
4. Telephone System		
<input type="checkbox"/> Department phone number and extensions	_____	_____
<input type="checkbox"/> Dialing local, long distance and Suncom		
<input type="checkbox"/> Call Forwarding		
<input type="checkbox"/> Voice Mail Operation		
<input type="checkbox"/> Office Etiquette for answering incoming calls		
<input type="checkbox"/> Nortel Phone Orientation - Streaming Media at <a href="http://intranet.pbcc.edu/phones/index.asp">http://intranet.pbcc.edu/phones/index.asp</a>		
5. Location Introductions and Tour with Co-worker		
<input type="checkbox"/> Tour of property to include but not limited to security, rest room, break area and cafeteria.	_____	_____
<input type="checkbox"/> Introductions to various outside department staff and key personnel		
6. Workstation		
<input type="checkbox"/> Provide key to office if applicable	_____	_____
<input type="checkbox"/> Computer orientation (college web site, email, Panthernet, etc.)		
<input type="checkbox"/> Order business cards if applicable		
<input type="checkbox"/> Location of forms and office supplies within the department		