



## EMPLOYEE ORIENTATION CHECKLIST

***Supervisors are responsible for orientation of all new employees.  
This orientation must be completed within the first work week of employment  
The completed Employee Orientation Form must be returned to the Human Resources Office***

**Supervisor:**

Provide the HR Department with a PA form stating the new employee's name, date of hire, and starting salary.  
This will trigger new employee IT set-up and distribution of new employee benefit packet.

**This must be done at the time the candidate accepts the position**

***New Employee should initial when completed***

- \_\_\_\_\_ Introduce employee to other County staff members that they will be in close contact with and orient employee to building they will be working in
- \_\_\_\_\_ Explain the County organizational structure
- \_\_\_\_\_ Provide a copy of the current BOCC Strategic Plan and the department's Strategic Business Plan. Discuss the department functions and strategic issues and initiatives and how they tie to the BOCC.
- \_\_\_\_\_ Discuss MFR and importance of customer focused services
- \_\_\_\_\_ Explain confidential nature of work, if any, and the confidential nature of co-worker personal information
- \_\_\_\_\_ Explain hours of work (starting time, break policy, lunch time) and your expectations
- \_\_\_\_\_ Explain timecard and month-end deadlines
- \_\_\_\_\_ Explain your expectations of attendance and what the consequences are of being consistently off or late
- \_\_\_\_\_ Explain overtime (any hours over 40 in a work period) define work period, explain comp time vs overtime pay and your expectations of authorization of overtime.
- \_\_\_\_\_ Explain your expectations for notification of sick leave being taken
- \_\_\_\_\_ Explain your expectations of vacation requests
- \_\_\_\_\_ Explain the one year probationary period (evaluation at six months and one year, if still employed)
- \_\_\_\_\_ Explain your expectations of notification if the employee takes on outside work
- \_\_\_\_\_ Provide computer, email, telephone, fax, copier, etc. orientation; explain the County website and where employee Finance and HR policies and forms can be found. Explain that purchases should be made tax exempt and explain how.
- \_\_\_\_\_ Explain the employee's job description and work assignments
- \_\_\_\_\_ Explain the Complaint Process and show employee where to locate the policy in Personnel Policies online