



EMPLOYEE ORIENTATION CHECKLIST

(Revised 11 2018)

***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 timesheets 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 work space computer, email, telephone, fax, copier, etc. orientation; explain the County website and where employee Finance and HR forms, as well as the Employee Handbook, can be found. Explain that purchases should be made tax exempt and explain how (UMB Purchasing Card if issued).
- _____ Explain the employee's job description and work assignments
- _____ Confirm individual on-boarding orientation meeting scheduled with Human Resources within 3 working days