

Student Employee Orientation Checklist

<http://www.brockport.edu/career01/orientation.htm>

The following checklist may be helpful in orienting new employees to your department.

IMMEDIATE CONCERN

Working Hours

- scheduled hours
- department's policy on attendance
- lunch and break schedule
- opportunities to work breaks and summer

Paydays

- when the first paycheck will come
- how often the employee will be paid
- period covered by the first and subsequent paychecks
- tracking paychecks and earnings

THE ORGANIZATION

The College's Structure

- The College and its mission and services
- Your division
- The department
- The specific unit and job

Introductions

- Co-workers
- Department Management
- People in other departments the employee will contact

Departmental Objectives

- Responsibilities of each unit
- How the units interact to meet the department's goals
- How the employee's job fits in

Departmental Policies

- Special procedures, such as safety
- Use of office equipment
- Dress code, professional behavior

THE JOB

The Employee's Job Classification

- What it means
- Possible career paths within the department

Responsibilities

- Responsibilities listed in the job description
- Expected results and how they will be evaluated

PAY POLICIES

Possible Step Increases

- _____ Frequency of reviews
- _____ How increase decisions will be made (sole discretion of employing dept.)

Performance Appraisal

- _____ Purpose
- _____ Frequency
- _____ Possible relation to step increase

Holidays and Personal Days

- _____ Holidays observed by the College
- _____ Staffing and pay during holidays
- _____ Excused time off

Illness

- _____ Who to notify and how, scheduling substitutes (as needed)
- _____ If the supervisor is absent

THE FUTURE**Promotion Opportunities**

- _____ How and where opportunities to learn of opportunities
- _____ Eligibility requirements
- _____ Opportunities within the department
- _____ Opportunities elsewhere at the College

PERSONAL MATTERS**Communication**

- _____ The importance of continuing communication between employees and supervisor
- _____ Orientation manual (when available)

Privacy/Confidentiality

- _____ Collecting information
- _____ Records maintained
- _____ Employee access to records, student access to records

Security

- _____ Access controls, passwords
- _____ Standards of behavior, ethics, confidentiality, consequences of breaches

Adapted from How to Write a Supervisor's Manual, Institute for Management