

NEW EMPLOYEE ORIENTATION CHECKLIST FOR SUPERVISORS

Please complete the **Orientation Checklist** and the **Property Control Log** on the new employee's hire date and return to Human Resources for our file.

Employee Name: _____

Job Title: _____

Date of Hire: _____

Completed by: _____
(Supervisor)

Hours:

- _____ Work hours (start to finish)
- _____ Lunch breaks
- _____ Breaks
- _____ Timecard procedures

Company Property:

- _____ Keys
- _____ Uniforms
- _____ Credit Cards
- _____ Other Company Property (specify) _____

Policies and Procedures:

- _____ Parking
- _____ Personal calls (prohibited except for emergencies)
- _____ Smoking, Eating at workstation, Good housekeeping
- _____ Personal Appearance/ Dress/ Uniform
- _____ Punctuality/ Attendance Policy
- _____ Reporting when absent
- _____ Entering facility during off hours (not authorized without dept. head or Mayor's approval)
- _____ Proper method of answer phone (Customer Service point person)
- _____ Communication systems (telephone, computers, office equipment- business use only)
- _____ Other (specify) _____

- _____ Socialization with closely worked departments (specify depts.) _____

My signature below indicates that the items checked above have been covered during new employee orientation.

Signature of New Employee: _____ Date: _____