Supervisor's Orientation Checklist

Print Form

Human Resources Management — **California State University, Los Angeles**

The supervisor and the employee should meet to discuss Items *(2) A, B, C, D; *(3) A, B, C, D, E; *(7) A, B, C; and *(8) A, B on the employee's first day of appointment, promotion, or reassignment.

The remaining items can be communicated within the first two weeks of the appointment. Upon completion, please return this form to HRM, Admin. 606, mail code 8534-01. This form will be placed in the employee's personnel file.

MAILED BY:

DATE:

EMPLOYEE:

Check when discussed *(Line through if not applicable)*

1. Introductions

- A. To administrative staff
- ☐ B. To fellow workers
- ☐ C. To other work associates
- ☐ D. To assigned "buddy" (optional)

2. Work Area

- ☐ *A. Tour of building (location of restrooms, etc.)
- ☐ *B. Storage for personal property
- ☐ *C. Show emergency procedures and exits
- ☐ *D. Location and storage of hazardous materials (if applicable)
- ☐ E. Overview of department/unit
- ☐ F. Review of organization chart

3. Personnel Policies (review applicable collective bargaining agreement)

- ☐ *A. Starting and quitting time
- ☐ *B. Hours per week (time record)
- ☐ *C. Lunch and break periods (location of eating facilities)
- ☐ *D. How to report tardiness, absence or leave from work area
- ☐ *E. How to report job-related injuries

4. Vacation and Sick Leave Policy (review applicable collective bargaining agreement)

- ☐ A. Review number of days and accrued per year
- ☐ B. Eligibility date
- ☐ C. How to request vacation and sick leave

5. Public Relations

- ☐ A. How to greet the public
- ☐ B. Information to give when answering the telephone (demonstrate)
- ☐ C. How to take, record and distribute messages (sample)
- ☐ D. How to handle problem telephone calls (obscene caller, bomb threat)
- ☐ E. How to use '8' line to dial off-campus

6. Communication Media

- ☐ A. Location and review of office policies and procedures manual
- ☐ B. Location and use of mail service
- ☐ C. Staff meetings
- ☐ D. Bulletin board
- ☐ E. Location of Staff Newsletter, Univ. Bulletins, Info. Memos, Job openings, etc.
- ☐ F. FERPA compliance training. Check off after employee has submitted the certificate. Copy of certificate goes to HRM for personnel file. Visit http://www.calstatela.edu/its/policies/ferpa/

7. Review Job

- ☐ *A. Review and discuss position description; insure employee signs and returns the position description to HRM
- ☐ *B. Show employee work area(s)
- ☐ *C. Safety requirements (MSDS-Material Safety Data Sheets, area concerns)
- ☐ D. Job behaviors (courtesy, attendance, responsibility, etc.)
- ☐ E. Importance of job
- ☐ F. Relation of job to others in unit, department and/or interdepartmental relationships
- ☐ G. Confidential information

8. Job Instruction (encourage questions)

- ☐ *A. Use of equipment
- ☐ *B. How to report deficient or unsafe conditions
- ☐ C. Discuss and demonstrate examples of work
- ☐ D. How to complete forms to be used
- ☐ E. How to secure supplies
- ☐ F. How and where to store work

9. Explain Quality and Quantity of Work

- ☐ A. Importance of accuracy
- ☐ B. Importance of quality
- ☐ C. Performance evaluation system (probationary and permanent status)

10. Review on On-Job-Orientation

- ☐ A. Review the employee's program after two weeks on the job
- ☐ B. Answer any question(s) the employee may have
- ☐ C. Encourage employee to always feel free to discuss any concerns

We agree that the checked items have been discussed.

This form will be used to establish a basis for probationary appraisals.

EMPLOYEE'S SIGNATURE | DEPARTMENT | DATE

SUPERVISOR'S SIGNATURE | DATE

AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER