# New Employee Departmental Orientation Checklist

## EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
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<tr>
<th>Position:</th>
<th>Immediate Supervisor:</th>
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## FIRST DAY OF EMPLOYMENT

- Assist faculty employees with completing and/or distributing any forms provided with the offer letter. Request any required documents for distribution to Human Resources.

- Staff and Contract Professional new hires will complete hiring forms and sign offer letters in the office of Talent Development & Human Resources.

- Employee has been provided the link to the corresponding University of Akron Employee Orientation or online Orientation Packet

- Form I-9
- Personnel Profile
- Ohio Ethics Law
- Voluntary Self-ID of Disability CC-305
- Fraud Hotline Acknowledgement
- UA Sexual Harassment Policy
- Parking Permit Request
- Payroll Forms
- Retirement System Record

## POLICIES

- Review key policies.
- Vacation and sick leave
- FMLA/leave of absence
- Holidays
- Time and leave reporting
- Overtime
- Performance reviews
- Dress code
- Personal conduct standards
- Security
- Confidentiality
- Safety
- Emergency procedures
- Visitors
- E-mail and Internet use

## ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
- Office/desk/work station
- Keys
- Mail (incoming and outgoing)
- UANetID
- Business cards (if applicable)
- Calendars
- Office/desktop/work station
- Parking
- Printers
- Office supplies
- Telephones
- Building access cards
- Conference rooms
- UA Zip Card
- Parking Permit
- Office supplies

## INTRODUCTIONS AND TOURS

- Introduce new employee to department staff and key personnel during tour.
- Tour of facility, including:
  - Restrooms
  - Mail rooms
  - Copy centers
  - Fax machines
  - Bulletin board
  - Parking
  - Office supplies
  - Kitchen
  - Coffee/vending machines
  - Cafeteria
  - Emergency exits and supplies

## POSITION INFORMATION

- Review initial job assignments.
- Review job description and performance expectations and standards.
- Discuss the division’s mission, vision and how the department fits in with the UA Academic Plan.

## COMPUTERS

- Hardware and software reviews, including:
  - E-mail
  - My Akron
  - Microsoft Office System
  - Data on shared drives
  - Peoplesoft
  - Internet

## REQUIRED TRAININGS AND OTHER UA ORIENTATIONS/INFORMATION SESSIONS

- Benefits Information
- Sexual Harassment and Other Forms of Discrimination Prevention (required for all employees)
- New Employee Orientation
- List Other Required Trainings needed as determined by the Department