New Employee
Departmental Orientation Checklist

EMPLOYEE INFORMATION

Name: [ ]
Start date: [ ]
Position: [ ]
Immediate Supervisor: [ ]

FIRST DAY OF EMPLOYMENT

☐ Ensure employee has completed and submitted 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 Human Resources Operations & Employment office.

☐ 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
☐ Drug-Free Workplace Policy
☐ Parking Permit Request
☐ Payroll Forms
☐ Retirement System Record
☐ Copy of current (dated) curriculum vitae
☐ Transcripts

POLICIES

☐ Review key policies:

☐ Vacation and sick leave
☐ FMLA/leaves 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)
☐ UA net ID
☐ Business cards (if applicable)
☐ Calendars
☐ 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 room
☐ Copy centers
☐ Fax machines
☐ Bulletin boards
☐ Parking
☐ Printers
☐ 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
☐ Data on shared drives
☐ PeopleSoft
☐ Internet

REQUIRED TRAININGS AND OTHER UA ORIENTATIONS/INFORMATION SESSIONS

☐ Benefits information

☐ Sexual harassment and other forms of discrimination prevention & education

☐ Other required trainings, as determined by the Department