**NEW EMPLOYEE ORIENTATION CHECKLIST**

**INSTRUCTIONS:** This checklist is designed to assist supervisors and employees with the orientation of new position.

**EMPLOYEE’S NAME:** ____________________________  **TTU ID#:** ______________________

**SHOP/SECTION:** ________________________________  **HIRE DATE:** ______________________

### PRIOR to 1ST DAY of Employment - PREPARE FOR EMPLOYEE’S ARRIVAL

- [ ] Provide employee with reporting instructions: Shop, work time, dress attire and location of Orientation
- [ ] Operations Division NEO **DATE:** _____________  **TIME:** _____________  **PLACE:** ___________
- [ ] Prepare employee’s work area (furniture, equipment, supplies, etc.)
- [ ] Prepare and submit ODPA New Employee Hardware/Software Request form
- [ ] Other requirements (list): __________________________

### 1ST DAY of Employment - DIVISION NEW EMPLOYEE ORIENTATION

- [ ] Director’s Welcome
- [ ] Professionalism in Workplace Training
- [ ] Administrative Policies & Forms
- [ ] Safety Training
- [ ] Employee Support Services Briefing
- [ ] IT/IS Services/Usage Briefing
- [ ] Tour of Compound

### Within the First 3-DAYS of Employment - EMPLOYMENT PROCESSING

- [ ] Request PPE (boots, gloves, tools etc.) from supervisor
- [ ] Employee ID (BMC & TTU) SUB 103
- [ ] Request parking pass @ ASC 4th/Flint
- [ ] Order/distribute uniforms
- [ ] Request TMA & WebHRMS & Banner
- [ ] Setup Eraider account SUB RM103
- [ ] Supervisor overview of Section Policies/Procedures
- [ ] Request key(s)
- [ ] Review location of first aid kits, eye wash stations, fire extinguishers and Automatic Defibrillator
- [ ] Review & sign appropriate forms

### CONDUCT FEEDBACK SESSION

- [ ] Review and discuss Position Description (PD)
- [ ] Review and discuss Performance Evaluations

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OTHER:

_____ Ensure that employee has completed and turned in all required employment paperwork to Employee Support Services Office

_____ Complete Job/Section required training specified by supervisor

Within the First 30-DAYS of Employment - MANDATORY TRAININGS

TTU NEW EMPLOYEE ORIENTATION: If the new employee is unable to attend TTU NEO as scheduled, please notify Employee Support Services immediately to reschedule.

DATE: _____________  TIME: ______________  PLACE: _______________

- Equal Employment Opportunity
- Customer Service “Tech Cares”
- Benefits Enrollment

- Workplace Violence Prevention
- QPR
- Alert Driver (Grounds Personnel)

SAFETY: Additional Safety training may be required based off your position, duties and supervisor.

DATE: _____________  TIME: ______________  PLACE: _______________

- University Safety Plan (Chemical Hygiene Plan)
- Hazard Communication

- Safety Awareness
- STOP

LEADERSHIP SERIES: Mandatory for all new supervisors

DATE: _____________  TIME: ______________  PLACE: _______________

- Module I: Communication
  - Communication Style
  - Generations in the Workplace

- Module II: Coaching
  - Coaching /Coaching Scenarios
  - ADA information followed by coaching case studies
  - FMLA/SL information followed by coaching case studies
  - EEO information followed by coaching case studies

- Module III: Performance Management
  - Position Description & Performance Evaluation
  - Corrective Action

ACKNOWLEDGEMENT: I acknowledge that all items contained in this checklist were completed unless otherwise noted.

Employee’s Signature ______________________________ Printed Name_______________________________ Date____________

Supervisor’s Signature_____________________________ Printed Name_______________________________ Date____________

Forward completed copy of this checklist to Operations Division Planning & Training

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