



New Employee Department Orientation Checklist - Phase II

Employee Name & ID: XXXXXXXXXXXXXXXX 0100XXXXX Department: XXXXXXXXXXXXX

Supervisor Instructions: This checklist should be completed within 2 weeks of the employee's start date. Please initial each item discussed with your new employee and enter Not Applicable (NA) where appropriate. Upon completion, return this form to the Human Resources Department.

Department Overview:

- _____ Re-familiarize yourself with his/her employment application.
- _____ Prepare the work area, including supplies and equipment needed.
- _____ Department Organizational Chart
- _____ Department mission, goals, philosophy

Department and College Policies and Procedures:

- _____ Forms and paperwork
- _____ Records, privacy, confidentiality
- _____ Leave policies
- _____ Training opportunities
- _____ CNM calendar and schedule
- _____ Catalog
- _____ Hazardous Communication/Sexual Harassment Training
- _____ CNM Phone Book
- _____ Employee Handbook
- _____ Computer Use Policy
- _____ Banner
- _____ Employee E-Mail

Expectations of New Employees:

- _____ Job description
- _____ Work schedule
- _____ Call-in procedures
- _____ Division/Departmental responsibilities including required meetings
- _____ Employee/Supervisor relations
- _____ Committee assignments
- _____ Employee evaluation procedures and goals setting
- _____ For faculty, see addendum

Environmental Issues:

- _____ Safety, emergencies, security
- _____ Identify CNM departments which might impact new employees
- _____ Departmental tour and introductions to co-workers
- _____ Office supplies, copy machines, fax machines, etc.
- _____ Campus maps
- _____ Staff Lounge
- _____ Parking
- _____ Communication methods; newsletters, web pages, e-mail, fax, mailboxes
- _____ Lab guidelines
- _____ Cafeterias (food locations)
- _____ Keys and uses of buildings

Employee Signature	Printed Name	Date
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Supervisor Signature	Printed Name	Date
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