



DEPARTMENT NEW HIRE ORIENTATION CHECKLIST

EMPLOYEE NAME _____

DEPARTMENT _____

JOB TITLE _____

The following is to be used to ensure all areas are discussed with the new employee.

- Job Duties/Responsibilities (give copy of Job Description) _____
- Performance Expectations _____
- Scheduling/Work Hours _____
- Report-Off/Tardiness Procedures _____
- Lunch Periods _____
- Department Policies and Procedures _____
- Department Safety Policies and Procedures _____
- Location of Appropriate Work Manuals _____
- Department Specific:
 - Other _____
 - Other _____

All of the above items have been discussed with me.

Employee Signature _____ Date _____

Department Director Name _____ Date _____

Department Director Signature _____ Date _____

PLEASE USE THIS FORM IN CONJUNCTION WITH/OR IN PLACE OF YOUR DEPARTMENT'S ORIENTATION FORM AND RETURN TO HUMAN RESOURCES, REVERE CENTER, 2nd FLOOR, WHEN COMPLETED BY _____