DEPARTMENT ORIENTATION CHECKLIST

SECTION A: EMPLOYEE/POSITION INFORMATION

Department: __________________             _______      Position: __________________

Employee Name: _____________________________      _______________________________

Supervisor Name: _____________________________      _______________________________

Start Date: ___________________

SECTION B: DEPARTMENT ORIENTATION

1. Introductions
   - Colleagues
   - Department Orientation Partner

2. Department Information
   - Philosophy/Objectives
   - University Policies
   - Telephone system
   - Equipment/Supplies
   - Structure/Organization
   - FOI/POP
   - Computer Systems
   - Housekeeping
   - Department Protocol
   - Accident Reporting
   - Mail Delivery/Pickup
   - Functions/Events
   - Occupational Health & Safety Issues
   - First Aid

3. Facilities
   - Tour
   - Notice Boards
   - Cafeterias
   - Lunch Room
   - Washrooms
   - Parking/Keys
   - Security
   - Emergency Exits & Procedures

4. Position
   - Position description, duties and general priorities
   - Probation period/assessment
   - Specific training to be provided by whom and when
   - General training opportunities
   - Procedures Manual

5. Work Schedule
   - Regular/Overtime working hours
   - Illness claim forms/medical certificates
   - Lunch and breaks
   - Peak periods and vacation requests
   - Pay dates (bi-weekly)
   - Reporting of hours and absences

SECTION C: SIGNATURES

Please sign and return to Human Resources within five working days of the start date.

Employee signature: _____________________________      Date: _____________

Supervisor signature: _____________________________      Date: _____________