



**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 \_\_\_\_\_.