

NEW EMPLOYEE ORIENTATION CHECKLIST

THIS CHECKLIST IS DESIGNED TO ASSIST DESIGNATED PERSONNEL IN PROVIDING A THOROUGH ORIENTATION FOR NEW EMPLOYEES.

Employee Name:	
Employee Signature:	
Supervisor Signature:	

Date Completed	ADMINISTRATIVE	Date Completed	SUPERVISOR
	Wages/Salary (pay periods)		Telephone Procedures & Courtesy
	Personnel Rules & Regulations		Background Check (NRCS)
	I-9		Facility Locations: Govt. Center, Extension Services, Etc.
	W-4		What is expected of employees
	Computer Set Up		Probationary Period
	Time Sheet		Performance Reviews
	Benefits		Job Duties & Responsibilities
	Incident Report Form/Work Force Safety (What to do in case of an accident.)		Performance Expectations
	Reporting Absence		Training
	Office Keys		Conflict of Interest
	Overtime/Comp Time		Dress Code
	Breaks, Lunches, time/locations		
	Purchases/Charges/Petty Cash		
	Travel Policies/Expenses		
	SCD Policies		
	Personal Calls & Visitors		

PERSONAL INFORMATION

Date of Hire:				
Employee Name:				
Address:				
City:		State:		Zip:
Home Phone:		Cell Phone (opt)		
Job Title:				

PERSON TO CONTACT IN AN EMERGENCY:

Name:			
Telephone# (Home):		Business:	
Alternate Name:			
Telephone # (Home):		Business:	

Employee Signature

Date