



This checklist is designed to assist designated personnel in providing a thorough orientation for new employees.

Employee Name: _____

Employee Signature: _____

Supervisor Signature: _____

Administrative Signature: _____

Completed ADMINISTRATIVE

Completed SUPERVISOR

Date

- _____ Wages/Salary (pay periods)
_____ Time Sheet: Codes
_____ Personnel Rules & Regulations
_____ I-9 Form
_____ W-4 Form
_____ MN New Hire Form
_____ PERA Enrollment
_____ Life Insurance MN NCPERS
_____ MN DCP Retirement
_____ "Tennessee Warning"
_____ Incident report form -
_____ What to do in case of an accident
_____ Computer set up/Log In
_____ Dress Code
_____ Reporting absence
_____ Keys
_____ Overtime/Comp Time
_____ Breaks and Lunches, time/locations
_____ Purchases/Charges/Petty Cash
_____ Employee Detail Notice Form

Date

- _____ What is expected of employees
_____ Probationary Period
_____ Performance Reviews
_____ Job Duties and Responsibilities
_____ Performance Expectations
_____ Training
_____ Conflict of Interest
_____ Work Hours
_____ Personal calls and visitor
_____ Travel policies/expenses
_____ SWCD Policies

Return completed form to employee's personnel file.



Crow Wing Soil and Water Conservation District

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