

NEW EMPLOYEE ORIENTATION CHECKLIST

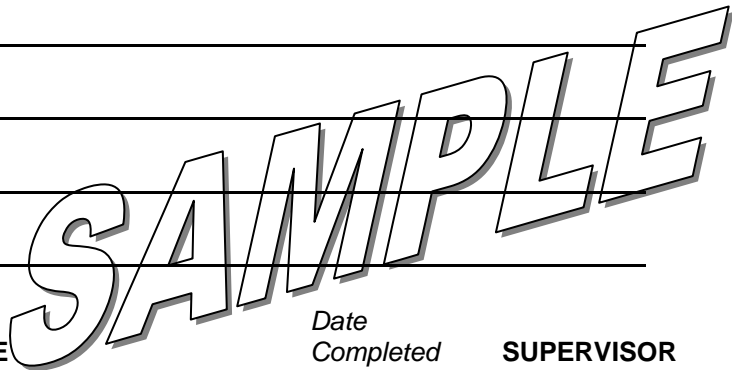
This checklist is designed to assist designated personnel in providing a thorough orientation for new employees.

Employee Name: _____

Employee Signature: _____

Supervisor Signature: _____

Administrative Signature: _____



<i>Date Completed</i>	ADMINISTRATIVE	<i>Date Completed</i>	SUPERVISOR
_____	Wages/Salary (pay periods)	_____	What is expected of employees
_____	Direct Deposit Form	_____	Probationary Period
_____	Personnel Rules & Regulations	_____	Performance Reviews
_____	I-9	_____	Job Duties and Responsibilities
_____	W-4	_____	Performance Expectations
_____	Child Support Disclosure Form (MN)	_____	Training
_____	PERA Enrollment	_____	Conflict of Interest
_____	Computer set up	_____	Drug/alcohol testing
_____	Time Sheet	_____	Dress Code
_____	Health/Life Insurance Enrollment		
_____	Medical Pool procedure		
_____	Incident report form/Work Comp – <i>What to do in case of an accident</i>		
_____	Reporting absence		
_____	Keys		
_____	Overtime/Comp Time		
_____	Breaks and Lunches, time/locations		
_____	Purchases/Charges/Petty Cash		
_____	Travel policies/expenses		
_____	SWCD Policies		
_____	Work Hours		
_____	Personal calls and visitors		
_____	Telephone procedures and courtesy		
_____	Background Check (NRCS)		
_____	Defensive Driving Course		
_____	Facility locations: Govt. Center, U of M Extension Service, Etc.		

Return completed form to employee's personnel file.

PERSONAL INFORMATION

Date of Hire: _____

Employee Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone (optional): _____

Job Title: _____

Person to contact in an emergency:

Name: _____

Telephone # (Home): _____ Business: _____

Alternate Name: _____

Telephone # (Home): _____ Business: _____

Employee Signature

Date