

**Facilities Services
Temporary Employee Orientation
Supervisor Checklist**

Employee Name: _____ **Start Date:** _____

Job Title: _____ **Shop #:** _____

Supervisor: _____ **Completion Date:** _____

_____ **Welcome New Employee**

_____ **Complete Payroll Paperwork**

_____ **Department / Position Orientation – Discuss and Review Each with Employee**

_____ Campus Map

_____ FS Temporary Employee Information Handout (obtain signed receipt for employee file)

_____ Appointment and Contact Information (complete handout)

_____ General Conditions

_____ Policies and Procedures

_____ Health and Safety

_____ General Information

_____ Performance Expectations

_____ Driver's License (check license and photo copy, if required for position) _____ **review policy**

_____ Complete UW vehicle authorization form and provide to employee, as needed.

_____ **Safety Orientation**

- Complete New Employee Safety Orientation and give to employee (provided in Safety Manual).
- Complete New Employee Safety Orientation Supervisor Checklist - save completed checklist in employee file.

_____ **Training Orientation**

- Review required training with employee (may obtain list from Grace Lim, as needed).
[Note: Safety training requirements are the same as for permanent staff, based on job classification.]

_____ **Assign the Following** (as appropriate)

_____ Keys _____ **review policy**

_____ Tools / Equipment _____ **review policy**

_____ Photo Identification _____ **review policy**

_____ **Questions and Answers**

_____ **Tour and Introductions**