

# Supervisor's Orientation Checklist

## Human Resource Management

California State University, Los Angeles

The supervisor and the employee should meet to discuss Items \*(2) A, B, C, D; \*(3) A, B, C, D, E; \*(7) A, B, C; and \*(8) A, B on the employee's first day of appointment, promotion, or reassignment.

MAILED BY:

DATE:

EMPLOYEE:

The remaining items can be communicated within the first two weeks of the appointment. Upon completion, please return this form to HRM, Admin. 606, mail code 8534-01. This form will be placed in the employee's personnel file.

**Check when discussed** *(Line through if not applicable)*

**1. Introductions**

- A. To administrative staff
- B. To fellow workers
- C. To other work associates
- D. To assigned "buddy" (optional)

**2. Work Area**

- \*A. Tour of building (location of restrooms, etc.)
- \*B. Storage for personal property
- \*C. Show emergency procedures and exits
- \*D. Location and storage of hazardous materials (if applicable)
- E. Overview of department/unit
- F. Review of organization chart

**3. Personal Policies** (review applicable collective bargaining agreement)

- \*A. Starting and quitting time
- \*B. Hours per week (time record)
- \*C. Lunch and break periods (location of eating facilities)
- \*D. How to report tardiness, absence or leave from work area
- \*E. How to report job-related injuries

**4. Vacation and Sick Leave Policy** (review applicable collective bargaining agreement)

- A. Review number of days and accrued per year
- B. Eligibility date
- C. How to request vacation and sick leave

**5. Public Relations**

- A. How to greet the public
- B. Information to give when answering the telephone (demonstrate)
- C. How to take, record and distribute messages (sample)
- D. How to handle problem telephone calls (obscene caller, bomb threat)
- E. How to use '8' line to dial off-campus

**6. Communication Media**

- A. Location and review of office policies and procedures manual
- B. Location and use of mail service
- C. Staff meetings
- D. Bulletin board
- E. Location of Staff Newsletter, Univ. Bulletins, Info. Memos, Job openings, etc.

**7. Review Job**

- \*A. Review and discuss position description; insure employee signs and returns the position description to HRM
- \*B. Show employee work area(s)
- \*C. Safety requirements (MSDS-Material Safety Data Sheets, area concerns)
- D. Job behaviors (courtesy, attendance, responsibility, etc.)
- E. Importance of job
- F. Relation of job to others in unit, department and/or interdepartmental relationships
- G. Confidential information

**8. Job Instruction (encourage questions)**

- \*A. Use of equipment
- \*B. How to report deficient or unsafe conditions
- C. Discuss and demonstrate examples of work
- D. How to complete forms to be used
- E. How to secure supplies
- F. How and where to store work

**9. Explain Quality and Quantity of Work**

- A. Importance of accuracy
- B. Importance of quality
- C. Performance evaluation system (probationary and permanent status)

**10. Review on On-Job-Orientation**

- A. Review the employee's program after two weeks on the job
- B. Answer any question(s) the employee may have
- C. Encourage employee to always feel free to discuss any concerns

***We agree that the checked items have been discussed.***

***This form will be used to establish a basis for probationary appraisals.***

EMPLOYEE'S SIGNATURE

DEPARTMENT

DATE

SUPERVISOR'S SIGNATURE

DATE