

## NEW EMPLOYEE DEPARTMENTAL ORIENTATION CHECKLIST

**Welcome to Pinellas County!** The following checklist has been created for supervisors and new employees to provide valuable information. Employees are encouraged to ask questions if they do not understand the information given or need additional resources.

<b>Employee's Name</b>	<b>Hire Date</b>
<b>Supervisor's Name</b>	<b>Department</b>

ITEMS TO REVIEW WITH NEW EMPLOYEE	DATE	EMPLOYEE'S INITIALS	SUPERVISOR/DESIGNEE
Introduction to other employees			
Tour and review of worksite ( <i>workstation, restrooms, parking, break room, smoking areas, etc.</i> )			
Schedule ( <i>arrival time including where the employee is to report, departure time, lunch, and breaks</i> )			
Overview of department ( <i>mission, function, structure, organization chart, etc.</i> )			
Position description and performance expectations ( <i>Explain the duties and expectations in practical terms.</i> )			
Resources used in the position ( <i>procedures, manuals, equipment, etc.</i> )			
Telephone system			
OPUS transactions and functions			
FACE performance management			
Necessary working relationships with other employees, departments and agencies			
Public interaction ( <i>concept of public perceptions, role of public servants, and customer service</i> )			
Department personnel resources / liaison Name(s):			
Leave process ( <i>submitting requests, advance notification, scheduled versus unscheduled leave</i> )			

ITEMS TO REVIEW WITH NEW EMPLOYEE	DATE	EMPLOYEE'S INITIALS	SUPERVISOR/DESIGNEE
Process to notify and request approval from supervisor in case of illness or late arrival ( <i>required time frame; authorized backup in supervisor's absence; method of contact such as phone call, voice mail or email</i> )			
Overtime or compensation time			
Emergency assignments, if applicable			
FMLA basics			
Sunshine law and public records law ( <i>Explain the implications for the employee's position.</i> )			
County-owned equipment usage			
Request for Prior Approval to Engage in Non-County Employment or Enterprise ( <i>Explain and complete request if needed.</i> )			
County vehicle use / public perception / tickets			
Safety policies and procedures			
Reporting injuries, accidents or unusual incidents			
Requirement to report any arrests			
CDL requirements ( <i>if applicable</i> )			
Substance abuse policies and drug testing			
Weapons prohibition / violence in the workplace			
Issue equipment or items such as keys, radios, phones, etc. ( <i>List below.</i> )			