

CORNELL COLLEGE

STAFF ORIENTATION CHECKLIST

This orientation checklist should be used with each new employee. All the items listed under the supervisor section should be reviewed with the new employee by either the supervisor or another employee assigned by the supervisor. The completed checklist is to be signed by the supervisor and the new employee and returned to the Human Resources Office.

Employee Name: _____

Supervisor's Checklist

Introduction

- _____ To department members
- _____ Interacting personnel from other departments

Job Duties

- _____ Written job description
- _____ Reporting relationship/job in relation to other positions
- _____ Office work hours
- _____ Department organization chart
- _____ Dress code (if applicable)

Procedures

- _____ Phone system and online directory
- _____ Mail system
- _____ Use of office equipment
- _____ Ordering and/or purchasing supplies
- _____ Photocopy and/or printing
- _____ Parking
- _____ Safety policy on reporting accidents
- _____ Computer/software training
- _____ Timetable for salary increases and performance appraisals
- _____ Calling in when sick
- _____ Other budgetary expenditures/responsibilities (if applicable)
- _____ View "Advanced Connections" video (coordinated with HR)

Locations

- _____ Office and building tour
- _____ Campus tour
- _____ Copy/fax equipment
- _____ Office supplies
- _____ Vending machines

General Info

- _____ Office keys
- _____ Name plate
- _____ General information about the College
 - _____ Cornell Fact Sheet
 - _____ College Calendar
 - _____ Cornell Catalogue

Human Resources Checklist

- _____ Payroll forms
- _____ Health insurance
- _____ Life insurance
- _____ Disability insurance
- _____ Flex spending program
- _____ Handbook
- _____ Vacation, floating, and holidays
- _____ Timecard/vacation/sick time reporting
- _____ Policies and procedures

Employee Signature

Date

Supervisor Signature

Date

Director of Human Resources

Date

Please return to the Human Resources Department within two weeks of new employee's start date.