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.