

**Arkansas State University
Departmental Orientation Form**

Print Form

Employee Name: _____

Employee ASU ID: _____

College/Dept: _____

Job Title: _____

Supervisor: _____

Dept. Contact: _____

The supervisor will thoroughly discuss the following topics with the new employee:

- Introduction to co-workers and tour of department
- Discuss job description
- Discuss Employee Handbook
- Review performance evaluation / duties & responsibilities
- Review of special equipment operation, if appropriate for job
- Discuss hours of work, break times, and lunch times, including time tracking system, if applicable
- Discuss annual and sick leave time and reporting (via Banner Self Service or time tracking system)
- Discuss Inclement Weather Procedure/essential personnel and advise expectations based on department and role
- Provide specific call-in information for absence
- Discuss absence policy (disciplinary procedures to be followed)
- Discuss pay date and pay check distribution
- Review departmental safety:
 - Fire Exits
 - Fire Extinguishers
 - MSDS Location
 - First Aid Kits
 - PPE (Personal Protective Equipment needed)
- Discuss what to do if injured
- Personal phone calls / visitors policy
- Review appropriate attire for job
- Driving on campus (must complete Vehicle Safety Forms and deliver to Risk Management Office)
- Employee has completed New Hire Forms and returned to HR (Part-time only)
- Employee has provided original photo ID/documents to HR for Form I-9 verification on first day of employment

I have reviewed the above information with the employee and have provided answers to questions presented.

My supervisor has reviewed the above information with me to my satisfaction.

Supervisor Signature

Employee Signature

Original to be filed in the Personnel File in the Department.