



## Supervisor Orientation Checklist

This checklist ensures that all necessary information regarding policies, procedures, and work expectations are shared with new employees. Throughout the entire orientation process, supervisors should allow for sufficient time to address and respond to employee questions and concerns.

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Program: \_\_\_\_\_ Department: \_\_\_\_\_

### I. First day of employment:

- Department tour/site tour/staff introductions
- Program/Department overview
- Sign in/out procedures
- Scheduled work hours, breaks, mealtimes, overtime, and other program specific rules  
*(please use space below)*
  - Program: \_\_\_\_\_
  - Program-Specific Rules:
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
- Review network usage policy
  - Established network rights
    - Yes \_\_\_\_\_ No \_\_\_\_\_
  - Email address
    - \_\_\_\_\_@ceoempowers.org
  - Office phone
    - (518) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_
  - Wifi Password GUEST
- Office supplies *(please use space below to list requested items):*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**The completed, signed, and dated checklist is due to the  
HR department within 30 days of hire.**

**Revised 1/16/20**



- Attendance expectations
- Confirmed pre-hire scheduled leave without pay dates (*if applicable*)
- Chain of command/open door policy
- Supervisor and employee contact information exchanged for emergencies, closings, etc.
- Confirmed mandatory agency orientation date:
  - Scheduled Date: \_\_\_\_\_
- Smoking policy
- Parking
- Communications policy (*Internet and email usage*)
- Agency/program materials (*i.e. brochures, handouts, forms, newsletters*)
- Incident / Accident Reporting; procedure and forms
- Identified standard meetings dates and times
- Dress code (**provide to staff from Intranet**)
- Confirmed receipt of job description
- Supervision of children policy (*ECS staff only*)
- Cell phone policy
- Emergency procedures; i.e.: Fire, Lock-Down, Emergency call buttons (*CRC staff only*)
- Confirmed receipt of Agency Property (*if applicable*)
- Property received:
- Other \_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date



**II. Within the first week of employment:**

Review Procedures:

- Department procedures
- Fiscal procedures
- Absence policies, procedure for planned and unplanned absences
- Time sheet procedures
- Vehicle and travel procedures
- Confirm receipt of letter of appointment to employee
  - o Yes \_\_\_\_\_ No \_\_\_\_\_ (If "no," contact Chief Administrative Officer/HR)
- Reviewed Job Description in detail.
  - o Date of Job Description: \_\_\_\_\_
- Reviewed required paperwork and reports, including due dates
- Reviewed performance expectations and goals/expected outcomes

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

**III. Within the first month of employment:**

- CEO's program/resources overview (*as they relate to specific position*)
- Program/department goals
- Introduction to program/department supervisors and director, if not already completed
- Funding source performance standards (*including program fiscal year*)
- Agency expectations and performance standards
- Other program or position specific items reviewed:
  - o \_\_\_\_\_
  - o \_\_\_\_\_
  - o \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

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***Revised 2/2018***