



Supervisor Orientation

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: _____
Program: _____ Department: _____
Supervisor Name: _____ Location: _____

I. Review on First Day of Employment

- Supervisor and employee contact information exchanged
- Attendance expectations and absence policies and procedures
- Confirm pre-hire scheduled leave without pay dates if applicable
- Scheduled work hours, breaks, mealtimes and overtime
- Identified standard meetings, dates and times
- Job Description review
- Parking
- Smoking Policy
- Cell Phone Policy
- Dress Code review and program specific guidelines
- Incident / Accident Reporting; procedures and forms
- Emergency procedures; i.e.: Fire, Lock-Down, Emergency Preparedness, Emergency closing protocol
- Department tour / site tour / staff introductions
- Property Received
- Introductory period evaluation



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II. Review Within First Week of Employment

Program Department Overview

Chain of Command / Open Door Policy

Review of performance expectations

Review required paperwork and reports, including due dates

Review Fiscal Procedures (If applicable)

Agency Vehicle and Travel Procedures (If applicable)

Employee Signature

Date

Supervisor Signature

Date



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III. Review Within First Month of Employment

- CEO's Values and CEO Mission
- CEO's programs / resources overview (*as they relate to specific position*)
- Agency expectations and performance standards
- Funding source performance standards (*including program fiscal year*)
- Introduction to Program / Department supervisors, directors, if not already completed

Employee Signature

Date

Supervisor Signature

Date