



**Auxiliary Employee &  
New Hire Orientation Checklist**  
(you may adjust this form for your specific needs)

\_\_\_\_\_  
Employee Name

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

\_\_\_\_\_  
Date of Assignment

<b>Tour:</b>	
	Exits, evacuation plans, fire extinguishers, etc.
	Bathrooms Restrooms
	Mailroom/shipping/print shop
	Where to put coats and backpacks
	Nearby offices or departments
	Where extra supplies are kept
	Their work station or area
	Introduce them to Faculty/Staff that use the area/office
	Fax machine (How to use it)
	Copy machine (How to use it)
	Other equipment (Please list)
<b>Phones:</b>	
	Preferred greeting for your department
	How to transfer calls and who gets which calls
	Taking messages/retrieving voicemail
	Phone etiquette
	Important numbers/phone directory
	Phone use (personal use policies)
<b>Computers:</b>	
	Log on
	What programs are used the most
<b>Office Etiquette:</b>	
	Confidentiality (sign a statement?)
	Daily duties
	Relaying information to co-workers
	Use of keys/cards for access
	Mail distribution
	What should they do if they cannot come to work (who do they call, etc.)
	Scheduled work hours/breaks
<b>Office Information:</b>	
	What is important to know about this office/department?
	Why do people come to this office?
	What questions do people typically ask when they come to the office?
	What are major events or happenings that will occur in the near future?
	Has the employee been made aware of the Health & Safety Program and any department specific H&S items?

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

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

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

