New Employee Orientation Form

The following are items to be discussed by supervisor with new employee. The new employee should check off each item as it is covered by the supervisor. Upon completion, the new employee and the supervisor should retain copies.

- 1. Hours (starting, lunch, breaks, and finishing time)
- 2. Work Attire (cleaning crew ID, t-shirts, no open-toed shoes, no cut-offs, halter tops, etc.)
- 3. Smoking (It is allowed only in designated areas and only at break or lunch times.)
- 4. Job Description
- 5. Key Policy (Keys must be returned at the end of every shift.)
- 6. Vacation/Time Off/Absence Requests Policy
- 7. Pay (when, where, how, overtime, and web time entry)
- 8. Use of Equipment/Maintenance of Equipment/Damage to Equipment
- 9. Cell Phone/Computer Usage
- 10. Discipline Policy (corrective action, verbal warning, written warning, and dismissal)
- 11. Relationship to Coworkers and Supervisors
- 12. Safety Training Phase 1 and Phase 2. (To be completed in the first 2 weeks: location, appropriate use of PPE, and chemical handling.)
- 13. Employee Evaluation
- 14. Questions/Help With Problems

Employee Signature: ________________________________

Supervisor Signature: ________________________________

Date: ________________________________