



**Carleton College**  
**New Employee Orientation Program**

**Orientation Checklist for Supervisor**

**Form 2 – Tasks to be communicated, and  
completed, on the first day  
of employment**

**ORIENTATION INFORMATION FOR: (Insert New Hire Name)**

Ensuring that new staff members feel welcome on their first day should be of top priority. You need to establish a comfortable environment to put them at ease and create a positive impression of the department and College. *It is important not to overload new staff members with too much information on their first day.* The orientation information below includes items that may be completed during the first day of employment to assist new staff in becoming familiar with their surroundings and procedures.

- \_\_\_\_\_ Welcome new staff member and discuss an overview of the first day
- \_\_\_\_\_ Familiarize new staff member with their designated work space
- \_\_\_\_\_ Issue keys/key codes
- \_\_\_\_\_ Tour work area and introduce co-workers
  - Point out restrooms, break areas, refreshments, coffee, etc.
  - Point out supplies area (including overview on requisition of supplies), copy machines, fax
- \_\_\_\_\_ Inform new staff member of scheduled first meeting with Human Resources
  - Provide calendar of important dates - list regularly scheduled meetings the new staff member will need to attend.
- \_\_\_\_\_ Review policies regarding email, internet, and telephone usage
  - Provide telephone number and extension \_\_\_\_\_
  - Go over any special dialing instructions system may have (telephone instruction booklet provided during initial meeting with H.R.)
  - Assist in setting up e-mail if needed
  - Discuss personal phone calls, visitors and email use
- \_\_\_\_\_ Provide information surrounding office policies and procedures including:
  - Work schedule/department hours - how and who to notify if out sick
  - Security/Safety Issues
  - Office/department culture/procedures
  - Appropriate Dress
  - Regular and campus mail including how to address
- \_\_\_\_\_ Assign task(s) which can be completed the first day – time should specifically be set aside to complete these items - examples are:
  - Set up voice mail/set up e-mail - inform of administrative computing coordinator phone number
  - Review existing or new project lists
  - Review files created by previous staff member - both paper and computer files
- \_\_\_\_\_ Set up appointment with the Payroll department to review timekeeping/payroll procedures (non-exempt staff only)
- \_\_\_\_\_ Meet at the end of the day to answer questions and see how the day went

Supervisor's initials \_\_\_\_\_ New Staff initials \_\_\_\_\_ Date completed \_\_\_\_\_

**After completion of this form, please retain the original for your files, and forward a copy to HR.**

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**Form 3 – Tasks to be communicated, and completed, on the first week and first month of employment**

**ORIENTATION INFORMATION FOR: (Insert New Hire Name)**

**FIRST WEEK OF EMPLOYMENT –**

- \_\_\_\_\_ Set up time to review job description/discuss duties
- \_\_\_\_\_ Discuss goals and objectives of the position
- \_\_\_\_\_ Obtain College ID from Campus Activities (Sayles Hill 5). (Before an ID can be obtained, the employee's appointment needs to have been entered into Colleague by HR for at least 24 hours. Typically, this process should be completed by the fifth day of employment)
- \_\_\_\_\_ Review performance appraisal system
- \_\_\_\_\_ (For Bi-Weekly Employee): Schedule an appointment with the Payroll Department for time sheet training
- \_\_\_\_\_ Schedule required Staff Development Courses (MERTKA & Sexual Harassment)
- \_\_\_\_\_ Notify about invitation to New Employee Orientation Presentation
- \_\_\_\_\_ Determine any additional staff development courses needed and schedule - ITS website listings - [www.carleton.edu/campus/ITS/training](http://www.carleton.edu/campus/ITS/training)
- \_\_\_\_\_ Set up one-to-one meetings with co-workers & appropriate departments
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- \_\_\_\_\_ Maintenance and Events Planning Overview
  - Facilities Work Form - may be obtained by calling ext. 4133 or completed on-line
  - Requesting Catering - may be obtained by calling ext. 5430
  - Meeting Room Reservations – may be obtained by calling ext. 7185, or completed on-line.
- \_\_\_\_\_ Meet at the end of each day during the first week to answer questions and see how the day went

**DURING THE FIRST MONTH**

- \_\_\_\_\_ Continue to monitor to ensure necessary training for the position is being received
- \_\_\_\_\_ Schedule regular meetings to review performance achievements and expectations

Supervisor's initials \_\_\_\_\_ New Staff initials \_\_\_\_\_ Date completed \_\_\_\_\_

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