Cheney • Spokane

DEPARTMENT ORIENTATION CHECKLIST

Employee Name: Employ		ment Date:	
Department: Supervi		sor:	
		<u>Date Completed</u>	<u>Initials</u>
1.	Human Resources employment orientation completed.		
2.	Probationary or trial service evaluation procedures explained (frequency of evaluations; reason for evaluations; offer to assist the employee to succeed extended; positive aspects stressed).		
3.	Furnish a copy of the specification of the class, the employee's specific position duties and responsibilities, and a copy of written performance expectations for each rating factor (WAC 251-20-030).		
4.	Employee introduced to fellow employees.		
5.	Department policies presented and explained.		
6.	Formal procedures useful to employee demonstrated (sign up, work hours, rest breaks, punching in and out, etc.).		
7.	Preliminary job training given and hazard of the work explained.		
8.	University organization and employee role explained.		
9.	How and when to report on the job injuries.		
10	If a cyclic employee, provided with standard cyclic memo detailing required cyclic days off. Forward a copy of the letter to Human Resources.		

Return Department Orientation Checklist to the Division of Human Resources, mail stop #SHW 314, within 30 calendar days of the date of employment.