



New Employee Supervisor Orientation

Employee Name: _____

Supervisor: _____

Job Title: _____

Start Date: _____

PREPARATION

- Work area:
 - Ensure computer, telephone and other office equipment is ready for use:
 - Ensure IT Administrator is available the first day to review equipment and systems.
- Tell the new employee where to park on first day.
- Ask new employee to bring employee eligibility information on first day.
 - Driver's License and Social Security Card or Passport.
- Talk with current team members about the new employee's role and responsibilities.
- Plan new employee training.
- Notify other work groups about the new employee's arrival.
- Obtain building and office keys from Facility Manager.
- Schedule a date and time to meet with the Human Resources.
- Schedule a date and time to meet with Facility Manager for safety training.

DAY ONE

- Personally welcome the new staff member when he/she arrives.
- Review orientation plan for the first few days:
 - Communicate time to meet with IT Administrator.
 - Communicate date and time to meet with Human Resources.
 - Communicate date and time to meet with Facility Manager for safety training.
 - Communicate dates and times to meet with other work groups as appropriate.
- Suggest break and lunch options.
- Describe parking options.
- Introduce co-workers in immediate work area.
- Provide tour of facility, including restrooms, kitchen and mailroom.
- Introduce faculty and staff.
- Introduce employee to his/her work area and provide building and office keys.

DAY ONE *continued*

- Provide a brief history of UCAT and TATC - specifically instruction and program overview.
 - Review institutional calendar.
 - Review hourly or regular employee payment calendar.
 - Hourly worksheets if necessary.
 - Employer Advisory Committee (EAC).
 - Council on Occupational Education (COE).
 - Instruction Department.
 - Student Services Department.
 - Acronyms utilized.
- Provide detailed review of wage and salary process.
- Request equipment, uniforms, nameplate, business cards, etc.
- Demonstrate how to operate equipment for initial assignments.
- Describe regular meetings or other regularly scheduled activities.
- Allow time to set-up work space, voicemail, email, etc.
- Provide initial work assignment. Keep it simple.
- Meet at the end of the day to answer questions and to find out how the day went.

First Two Days

- Explain job importance and how it relates to department and institutional goals.
- Review institutional mission and organization chart.
 - Describe department's function and interrelationship with other departments.
 - Identify others in similar positions.
 - Review reporting protocol.
- Detailed review of the position description.
- Review options available for work schedule.
 - Review Exercise and Health Activity agreement.
- Confirm who and how to notify about sick and vacation days.
- Discuss overtime needs and assignments.
- Review how often to check in about assignments; when and how to ask for help.
- Review institutional website – specifically policies, plans & procedures and forms.
- Describe types of assistance available.
- Review Standard of Personal Conduct Policy.
 - Sign and submit to Human Resources
- Review how to handle confidential information.
- Review emergency evacuation, assembly point, fire alarms and extinguishers.
- Locate and demonstrate how to operate copy machines.
- Demonstrate how to send and where to receive U.S. and on-campus mail.

First Week

- Describe and plan the performance review process.
 - Establish 6-month performance and professional development goals.
- Meet daily to answer questions and to find out how the day went.
- Attend the *New Student Orientation* conducted on a weekly basis by Student Services.
- Review Institutional Strategic Plan.

Periodic Progress Review

- After the first week, determine a regular schedule to meet.
- Ask for the employee's assessment of how the orientation process is going and identify specific support needed.

Date Orientation Completed: _____

Supervisor (Print Name): _____

Supervisor Signature: _____

Revised February 2, 2017