New Employee
Departmental Orientation Checklist

**EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Immediate Supervisor:</td>
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</tbody>
</table>

**FIRST DAY OF EMPLOYMENT**

- Ensure employee has completed and submitted any forms provided with the offer letter. Request any required documents for distribution to Human Resources.
- Staff and Contract Professional new hires will complete hiring forms and sign offer letters in the office of Human Resources Operations & Employment Office.
- Employee has been provided the link to the corresponding University of Akron Employee Orientation or online Orientation Packet.

<table>
<thead>
<tr>
<th>Form I-9</th>
<th>Voluntary Self-ID of Disability CC-305</th>
<th>Parking Permit Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Profile</td>
<td>Fraud Hotline Acknowledgement</td>
<td>Payroll Forms</td>
</tr>
<tr>
<td>Ohio Ethics Law</td>
<td>UA Sexual Harassment Policy</td>
<td>Retirement System Record</td>
</tr>
</tbody>
</table>

**POLICIES**

- Review key policies.
- Vacation and sick leave
- FMLA/leaves of absence
- Holidays
- Time and leave reporting
- Overtime
- Performance reviews
- Dress code
- Personal conduct standards
- Security
- Confidentiality
- Safety
- Emergency procedures
- Visitors
- E-mail and Internet use
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- Safety
- Emergency procedures
- Visitors
- E-mail and Internet use

**ADMINISTRATIVE PROCEDURES**

- Review general administrative procedures.
- Office/desk/work station
- Keys
- Mail (incoming and outgoing)
- UANetID
- Business cards (if applicable)
- Calendars
- Office supplies
- Telephones
- Building access cards
- Conference rooms
- UA Zip Card
- Parking Permit
- Office supplies

**INTRODUCTIONS AND TOURS**

- Introduce new employee to department staff and key personnel during tour.
- Tour of facility, including:
  - Restrooms
  - Mail rooms
  - Copy centers
  - Fax machines
  - Bulletin board
  - Parking
  - Printers
  - Office supplies
  - Kitchen
  - Coffee/vending machines
  - Cafeteria
  - Emergency exits and supplies

**POSITION INFORMATION**

- Review initial job assignments.
- Review job description and performance expectations and standards.
- Discuss the division’s mission, vision and how the department fits in with the UA Academic Plan.

**COMPUTERS**

- Hardware and software reviews, including:
  - E-mail
  - My Akron
  - Microsoft Office System
  - Data on shared drives
  - Peoplesoft
  - Internet

**REQUIRED TRAININGS AND OTHER UA ORIENTATIONS/INFORMATION SESSIONS**

- Benefits Information
- Sexual Harassment and Other Forms of Discrimination Prevention & Education
- List Other Required Trainings needed as determined by the Department