

Kansas State University

Orientation Checklist

An Aid for the Successful Orientation of New Classified Employees

Please check each of the following when completed. Ideally, the new employee's supervisor will cover this information within the first 30 days of employment.

Notes:

Introductions & Interpersonal Relations

- _____ Introduce the new employee to fellow workers.
- _____ Give the employee a current organizational chart.
- _____ Explain the mission of the work unit and how it relates to the University as a whole.
- _____ Show location of coat room, rest rooms, official bulletin boards, etc.
- _____ Ask some person or group to take the new employee to break and lunch on the first day at work. Suggest places available for breaks and lunches. Explain use of campus eating facilities.
- _____ Stress the importance of service to students.
- _____ Explain any security, confidentiality, or privacy issues related to the work area.

General Information

- _____ Tell where and how to enter premises (including explanation of after-hours procedures). Arrange for necessary keys.
- _____ Cover starting and quitting time, lunch period, breaks, shifts, and any weekend work assignments.
- _____ Show how to report time worked and leave taken.
- _____ Explain overtime policy, if applicable.
- _____ Explain safety policy and emergency exits.
- _____ Instruct concerning the reporting of all accidents and injuries (when, to whom, and how), first aid facilities, emergency medical attention, etc.
- _____ Explain the State of Kansas classified employee pay matrix - identifying the employee's current pay rate and any future pay increases.

_____ Explain the State of Kansas Guidelines for State Employees Concerning Meals, Gifts, Travel and Entertainment. NOTE: Information may be found at the following website:
[http://www.kansas.gov/ethics/State_Level_Conflict_of_Interest/Guidelines_for_State_Employees_Concerning_Meals, Gifts, Entertainment & Travel/index.html](http://www.kansas.gov/ethics/State_Level_Conflict_of_Interest/Guidelines_for_State_Employees_Concerning_Meals_Gifts_Entertainment_&_Travel/index.html)

_____ Discuss communications (use of telephone, voice mail, e-mail, beepers or pagers).

_____ Tell when and whom to call when absence is necessary and how to request time off.

_____ Determine how to contact the employee during non-working hours.

_____ Explain use of parking facilities and arrange for employee to obtain parking permit.

_____ Take or send to get an I.D. card and explain uses of I.D. card.

_____ Direct employee to the New to IT at K-State website:
<http://www.k-state.edu/infotech/welcome/>

Work Assignment

_____ Review position description with employee and give him/her a copy.

_____ Explain performance review system: priority outcomes, performance review sheets and probationary period. Give employee a copy.

_____ Arrange for work assignment and step-by-step introduction to the job.

_____ Schedule on-the-job training and any required training.

_____ Designate a person to whom the new employee should go for help.

_____ Cover departmental standards and requirements (licensing, dress, travel, personal conduct).

_____ Explain equipment and supplies available and how to obtain additional ones.

_____ Show the route to all areas on campus which the new employee will need to know for his/her work assignment (e.g., mailroom, supply area).

Employee's Signature

Supervisor's Signature

Employee I.D. Number

Date