

## Division of Business & Finance Orientation Checklist

<b>Employee Information</b>					
Name:	Start Date:				
Position:	Supervisor:				
Department:					
<b>FIRST DAY</b>					
<input type="checkbox"/> Provide employee with <a href="#">Employee Handbook</a> and <a href="#">Business &amp; Finance User Guide</a> .					
<input type="checkbox"/> Conduct a tour of the department and give introductions to staff and key personnel.					
<input type="checkbox"/> Conduct a tour of the employee's work location including restrooms, kitchen, copier/fax machine, mail room, supplies, emergency exits, etc.					
<input type="checkbox"/> Name of Mentor Assigned:					
<b>FIRST WEEK</b>					
<input type="checkbox"/> Ensure issuance of ID, Access Cards and Parking Pass.					
<input type="checkbox"/> Ensure employee already has a scheduled date/time (within first three days) to meet with Human Resources to sign important documents and enroll in benefits.					
<input type="checkbox"/> Ensure employee is scheduled for luncheon with Vice President.					
<input type="checkbox"/> Explain the organization and the functions and services of the department as they relate to the University of West Georgia's <a href="#">mission statement</a> .					
<input type="checkbox"/> Explain the B&F Division's <a href="#">mission</a> , duties, responsibilities, the work of the department, and the <a href="#">organizational chart</a> .					
<input type="checkbox"/> Review the job description and provide a copy to the employee in order to familiarize him/her with the responsibilities of the position.					
<input type="checkbox"/> Discuss the performance evaluation program and the frequency of reviews.					
<input type="checkbox"/> Explain work hours, shift start and end time, lunch, overtime procedure (if applicable) and the importance of correctly recording and approving hours in ADP					
<b>TRAINING</b>					
<input type="checkbox"/> Ensure employee is scheduled for required new employee compliance training with the Center for Business Excellence. This includes:					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">• Ethics</td> <td style="padding: 5px;">• Right to Know</td> </tr> <tr> <td style="padding: 5px;">• Risk Management</td> <td style="padding: 5px;">• Vehicle Risk &amp; Safety (including Cart safety)</td> </tr> </table>	• Ethics	• Right to Know	• Risk Management	• Vehicle Risk & Safety (including Cart safety)	
• Ethics	• Right to Know				
• Risk Management	• Vehicle Risk & Safety (including Cart safety)				
Date of Training:					

<b>Ensure employee is trained on the systems below:</b>		
<i>Systems/Equipment</i>	<i>Yes</i>	<i>Not Required</i>
1. ADP	<input type="checkbox"/>	<input type="checkbox"/>
2. PeopleSoft	<input type="checkbox"/>	<input type="checkbox"/>
3. Fleet Vehicle Fuel Card Usage	<input type="checkbox"/>	<input type="checkbox"/>
4. Job Specific Training	<input type="checkbox"/>	<input type="checkbox"/>
<i>Review of Hardware &amp; Software</i>	<i>Yes</i>	<i>Not Required</i>
1. Email	<input type="checkbox"/>	<input type="checkbox"/>
2. Microsoft Office	<input type="checkbox"/>	<input type="checkbox"/>
3. Data on Shared Drive(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Databases	<input type="checkbox"/>	<input type="checkbox"/>
5. Intranet/Internet	<input type="checkbox"/>	<input type="checkbox"/>
<b>POLICIES</b>		
<input type="checkbox"/> Review the key policies and procedures below:		
• <a href="#">Method of reporting absences and tardiness</a>	• <a href="#">Holidays</a>	
• <a href="#">Scheduling time off</a>	• <a href="#">Confidentiality</a>	
• <a href="#">Inclement weather practices</a>	• <a href="#">Performance &amp; Conduct</a>	
• <a href="#">Departmental dress code</a>	• <a href="#">Sexual Harassment</a>	
• <a href="#">E-mail, use of internet, and use of computer protocol</a>	• <a href="#">Safety</a>	
• <a href="#">Telephone and cell phone use</a>	• <a href="#">Emergency procedures</a>	
• <a href="#">Visitors</a>	• <a href="#">Recycling program</a>	
<b>ADMINISTRATIVE PROCEDURES</b>		
<input type="checkbox"/> Review all general administrative procedures below:		
• Office/desk/workstation	• Keys	• Building access cards
• Conference Rooms	• Office Supplies	• Shipping (FedEX, UPS, etc.)
• <a href="#">Mail (incoming &amp; outgoing)</a>	• <a href="#">Telephones</a>	• <a href="#">Purchase requests</a>
• <a href="#">Business cards</a>	• <a href="#">Expense Reports</a>	• <a href="#">Picture ID badges</a>
<b>OTHER</b>		
Please list any other applicable items you discussed with your new employee:		

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please give a copy of this to the employee, and return this completed form to Christy Rabern in Row Hall no later than 30 days from the employees start date.