

New Employee Orientation

In accordance to NLSD's objective to provide a comprehensive new employee orientation of job description and the operations of the division. Within the first month of hire, this form is to be completed by the new employee's supervisor and submitted to the Human Resources Department to be retained in their personnel file.

Employee Information:

Name: _____ Start date: _____

Position: _____ Supervisor: _____

Review key Administrative Policies and Terms and Conditions

- Vacation and sick leave
- LWOP/leaves of absence
- Stat Holidays
- leave requests
- Overtime
- Dress code

- Confidentiality
- OHS/Emergency procedures
- Visitors
- Acceptable computer usage
- Evaluations
- Respectful Workplace

Review general Office Procedures.

- Office/desk/work station
- Keys
- Building access codes
- Mail (incoming and outgoing)
- Telephones

- Conference rooms
- Expense reports
- Business cards (if required)
- Purchase/Maintenance requests

Give introductions to department staff, co-workers and key personnel during tour.

Tour of facility, including:

- Restrooms
- Mail room
- Copy centers
- Fax machines
- Bulletin board/s
- Parking
- Printers
- Office supplies
- Coffee Room/s
- Coffee/vending machines
- Emergency exits and supplies

Review initial job assignments and training plans.

Review job description and performance expectations and standards.

Review job schedule and hours.

Review payroll timing, time sheets, and policies and procedures.

Review Computers.

- Log in information
- Email
- Data on shared drives
- Databases
- Internet

As the above mentioned employee's supervisor, I declare that the above information has been communicated to this new employee.

Supervisor's email address: _____