



**Bowling Green State University
New Employee Orientation**

TOUR GUIDE CHECKLIST

Employee Name: _____ **Title:** _____

Department: _____ **Tour Guide:** _____

Return Checklists to the Office of Human Resources on this date: _____
(2 weeks after employee's start date.)

Instructions: The tour guide and new employee should complete this checklist together. Please check off relevant items and sign and date the form acknowledging its completion.

Work Area Tour:

- Coworkers
- Restrooms
- Stairs
- Parking lots
- Smoking areas
- Classroom(s)
- Coffee / vending areas
- Eating / break areas
- Storage areas
- Copy & fax machines
- Supervisor office(s)
- Lockers / personal storage area
- Supplies
- Conference areas
- File / document storage
- Tools / equipment
- Time clock
- Mailroom / memo board / message system

Relevant Safety Information:

- Evacuation plans
- Location of fire extinguishers
- Keys & building/office access
- Campus & area safety & security
- Accidents & emergencies
- Hazardous Materials & MSDS
- First aid

Other Areas to Tour Pertinent to Position:

_____	_____
_____	_____
_____	_____

Signatures indicate that the employee has received and understands orientation training on the items above.

New Employee's Signature & Date: _____

Tour Guide's Signature & Date: _____

Supporting Bowling Green State University's Core Values:

- * Respect for one another * Cooperation * Intellectual and spiritual growth *
- * Creative imaginings * Pride in a job well done *