



Bowling Green State University New Employee Orientation

THE FIRST WEEK

Employee Name: _____ Title: _____

Department: _____ Completed by: _____

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

Supervisor and/or Sponsor Instructions : Please complete this checklist with your new employee at the appropriate times. Both parties should initial items as they are completed and then sign and date the form acknowledging its completion.

Supervisor's Initials / Employee's Initials

1. ____ ____ Discuss different management styles within the department.

2. ____ ____ Review the performance appraisal process, if applicable.
 - Assist employee in writing and understanding annual goals, if applicable.

3. ____ ____ Review applicable and appropriate employee compensation processes, including:
 - Flex time
 - Comp time
 - Pay dates and pay stub distribution
 - Pay increases
 - Vacation scheduling

4. ____ ____ Review available computer system, including:
 - Computer network access
 - Office software programs
 - Setting up and using e-mail accounts

5. ____ ____ Review the design of and orient employee to their department including:
 - Department organization chart – highlight the names and duties of key personnel and who to contact if the supervisor isn't available
 - Department's history
 - Department goals
 - Current and future needs of the department including its mission and vision
 - Discuss how the employee's job fits into the "big picture" and contributes to BGSU's success and Core Values

6. ____ ____ Review any additional, applicable department/area procedures and policies with the new employee, which may include the following:
 - Teamwork policies
 - Ordering supplies
 - Bidding procedures
 - Research funding
 - Severe weather policies

- Department Information Booklet
- Internal and external mail system
- Corrective discipline and appeals processes
- Seasonal cycles and layoff policies
- Work travel or trips (policy & procedure)
- Department charge cards
- State employee's credit union
- Employee Handbook (www.bgsu.edu/offices/ohr/handbooks)
- Required meetings and general attendance requirements
- Grievances, Integrity & Internal Controls (Stress the importance of discussing and solving problems with an immediate supervisor.)
- Other important topics: _____

7. _____ Discuss appropriate employee development opportunities and requirements, as follows:

- Campus Organizations (ASC, CSC, Springboard, etc.)
- Professional development opportunities (customer service, computer skills training, etc.)
- Required Training (i.e., Sexual Harassment Policy & Fire Safety, see the *Department Orientation Guide and Reference Manual, Training Information*)

8. _____ Supervisor: Schedule regular follow up meetings to discuss issues concerning the work environment, relationships with co-workers and general work area operations.

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

New Employee's Signature & Date: _____

Sponsor's Signature & Date: _____

Supervisor'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 *