



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources

**Bowling Green State University  
New Staff Orientation**

**THE FIRST DAYS**

**Staff's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_

**Return Checklists to the Office of Human Resources 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.

**First Day/Shift**

Supervisor's Initials / Employee's Initials

1. \_\_\_\_ \_\_\_\_ Introduce the new employee to their co-workers, staff, and other key personnel (i.e. senior management).
2. \_\_\_\_ \_\_\_\_ Introduce the new employee to their sponsor so they can complete the following applicable activities together:
  - Provide employee with sponsor's name, title and contact information (phone).
  - Provide a work area/department tour – see Tour Guide Checklist.
  - Assist employee in obtaining key(s) and/or security codes/passes.
  - Assist employee in obtaining BGSU Photo Identification Card.
  - Assist employee in obtaining BGSU Faculty/Staff Parking Pass.
  - Sponsor and/or supervisor should eat lunch with the new employee.
  - Review Environmental Health & Safety Information with new employee

3. \_\_\_\_\_ New employee attends scheduled Records and Benefits Information Session with Office of Human Resources.
  
4. Review the design of the employee's position and applicable departmental operating procedures including the following areas:
  - \_\_\_\_\_ a) Job Expectations:
    - Employee's Responsibilities
    - Overview of Job Duties & Description
    - Supervisor's Expectations
  
  - \_\_\_\_\_ b) Work Schedule:
    - Work Hours
    - Lunch & Break Schedules
    - Inclement Weather
    - Time Clock / Time Sheets (Recording Time Worked)
    - Overtime
    - Tardiness
    - Requests for time off
    - Sick Leave / Reporting Illness
  
  - \_\_\_\_\_ c) Departmental Procedures:
    - Dress Code / Appearance
    - Probationary Period
    - Customer Service Role & Standards
    - Confidentiality
    - Pay Schedule
    - Personal Calls & Visitors
  
  - \_\_\_\_\_ d) Important Information:
    - Employee phone & e-mail lists
    - Staff meeting schedules
    - Remind employee to schedule time to view New Staff Orientation online program
  
5. \_\_\_\_\_ Assign meaningful work to the employee by getting them involved in a current project. Provide an outline of current projects for the new employee.
  
6. \_\_\_\_\_ Supervisor: Schedule several follow-up sessions with employee and sponsor during the first few weeks of employment to encourage a smooth transition to the new position and work environment.

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

New Staff's Signature & Date: \_\_\_\_\_

Sponsor's Signature & Date: \_\_\_\_\_

Supervisor's Signature & Date: \_\_\_\_\_