



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources

Bowling Green State University
New Staff Orientation

THE FIRST WEEK

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.

Supervisor's Initials / Employee's Initials

- 1. Discuss different management styles within the department.
2. Review the performance appraisal process, if applicable.
3. Review applicable and appropriate employee compensation processes, including:
4. Review available computer system, including:
5. Review the design of and orient employee to their department including:

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
 - 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 *Hiring Departments New Employee Orientation Guide*)
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 Staff's Signature & Date: _____

Sponsor's Signature & Date: _____

Supervisor's Signature & Date: _____
