



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources

## 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:
 

<input type="checkbox"/> Flex time	<input type="checkbox"/> Pay increases
<input type="checkbox"/> Comp time	<input type="checkbox"/> Vacation scheduling
<input type="checkbox"/> Pay dates and pay stub distribution	
  
4. \_\_\_\_ \_\_\_\_ Review available computer system, including:
 

<input type="checkbox"/> Computer network access	<input type="checkbox"/> Setting up and using e-mail accounts
<input type="checkbox"/> Office software programs	
  
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](http://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.

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*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: \_\_\_\_\_

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