Bowling Green State University
New Staff Orientation

First Week Checklist

Staff Member Name: ___________________________ Title: ___________________________

Department: ___________________________ Completed by: ___________________________

Return checklist to the Office of Human Resources 2 weeks after the staff member start date.

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

Supervisor Initials /Staff Member Initials Start Date____________________

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

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

3. ____ ____ Review applicable compensation processes, including:
   - Flex time
   - Comp time
   - Pay dates and view pay stub through MyBGSU

4. ____ ____ Review available computer system, including:
   - Computer network access
   - Office software programs

5. ____ ____ Review the design of and orient staff member to the department including:
   - Department organization chart – highlight the names and duties of key personnel and whom to contact if the supervisor isn’t available
   - Department history
   - Department goals
   - Current and future needs of the department including its mission and vision
   - Discuss how the staff member position 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 staff member, which may include the following:

- Teamwork policies
- Ordering supplies
- Bidding procedures
- Research funding
- Emergency Delay and Closing Policy
- 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 credit union
- Staff Handbook http://www.bgsu.edu/human-resources/resources.html
- 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 staff development opportunities and requirements, as follows:

- Campus Organizations (ASC, CSC, etc.)
- Professional development opportunities http://www.bgsu.edu/human-resources/training.html
- Required Training http://www.bgsu.edu/human-resources/training/bgsu-new-staff-orientation-information.html

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

   __________________________________________________

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

**New Staff Member Signature & Date:** ___________________________ __________

**Sponsor Signature & Date:** ___________________________ __________

**Supervisor Signature & Date:** ___________________________ __________

__________________________________________________________________