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.
   - □ Assist employee in writing and understanding annual goals, if applicable.

3. ___ ___ Review applicable and appropriate employee compensation processes, including:
   - □ Flex time
   - □ Comp time
   - □ Pay increases
   - □ Pay dates and view pay stub through MyBGSU

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
- 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 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: ____________________________  ____________