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.

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### 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: ___________________________  __________