

NEW EMPLOYEE ORIENTATION CHECKLIST

Supervisor – Check each block once it has been covered

All items are to be completed within the first two weeks after appointment

Supervisor / HR Representative

Employee Name

1. New Employee Orientation

Videos

- a. Ethics _____
- b. Performance Appraisals (PAA) _____
- c. DTS For Beginners _____
- d. SHARP _____
- e. Safety _____
- f. OCWP _____
- g. Labor Relations _____
- h. Equal Employment Opportunity _____
- i. Employee Assistance Program _____
- j. Federal Benefits _____

2. Office / Section Orientation

- a. Introduction to Other Staff _____
- b. Entrance Badge (if applicable) _____
- c. CAC Card _____
- d. Telecommunications _____
- e. Network Access _____
- f. Lunch / Break Area _____
- g. Authorized PT Time _____

3. Explanation of Organization

Mission _____

4. Duties / Responsibilities _____

5. What is Expected _____

6. To Whom the Employee Reports _____

7. Annotate Completion of Orientation On 904-1 _____

New Employee Orientation
videos can be found at:

[https://www.youtube.com/channel/
UCHZ_OgAvDi21jyj-Yh6fP3g](https://www.youtube.com/channel/UCHZ_OgAvDi21jyj-Yh6fP3g)

By signing below you acknowledge that the above topics have been covered

Supervisor / HR Representative

Date

Employee Signature

Date