



# EMPLOYEE ORIENTATION CHECKLIST

STATE OF NORTH DAKOTA  
SFN 19452 (05-2002)

|               |
|---------------|
| Employee Name |
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Instructions: Use this orientation checklist as a handy reference when orienting new employees. After a particular topic has been discussed, the person who gave the explanation should initial and date the form. When the entire checklist is completed, the form may be placed in the employee's personnel file.

|  | Initials | Date |
|--|----------|------|
| <b>Initial Tasks</b>   |          |      |
| Show employee work area.   |          |      |
| Give employee agency tour. Point out restrooms, cafeteria, break areas, parking, etc.  |          |      |
| Introduce employee to co-workers and other work-related people.  |          |      |
| Provide telephone training (including voicemail), phone directories, and other important numbers.  |          |      |
| <b>Administrative Details</b>  |          |      |
| Pay rate, frequency, and method of distributing paychecks, direct deposit program  |          |      |
| Payroll Documents:   |          |      |
| • Personnel Action Form (PAF)/SFN 13090  |          |      |
| • Personal Data Form/SFN 13091   |          |      |
| • Deduction Worksheet/SFN 14339  |          |      |
| • W-4 Form, Employee's Withholding Allowance Certificate   |          |      |
| • Direct Deposit Employee Authorization/SFN 50428 with copy of voided check  |          |      |
| • Monthly Timesheet  |          |      |
| • Form I-9, Employment Eligibility Verification  |          |      |
| Benefits ( <a href="http://www.discovernd.com/cpers">www.discovernd.com/cpers</a> ):   |          |      |
| • Types of Paid Leave:<br>Annual, Sick, Family and Medical, Funeral, Jury/Witness, and Holidays  |          |      |
| • Leave Sharing  |          |      |
| • Employee Suggestion Incentive Program  |          |      |
| • Grievance and Appeal Process   |          |      |
| Benefits Available Through NDPERS<br>( <a href="http://www.discovernd.com/ndpers">www.discovernd.com/ndpers</a> ):   |          |      |
| • Retirement Plan  |          |      |
| • Health Insurance Plan  |          |      |
| • Life Insurance Plan  |          |      |
| • Dental Insurance Plan  |          |      |
| • Long Term Care Plan  |          |      |
| • Flex Comp Plan   |          |      |
| • Deferred Compensation Plan   |          |      |
| • Employee Assistance Program  |          |      |
| Employee File - Explain what information will be kept in employee's personnel files. (A sample personnel file is available at Central Personnel Division.)   |          |      |
| Drug-Free Workplace - Employee must complete SFN16769, Drug-Free Workplace Acknowledgement   |          |      |
| Review & acknowledge policies & procedures on sexual harassment, workplace violence, substance abuse, hostile work environment, electronic communication, natural disaster, severe weather, and bomb threats (req'd by Risk Management). |          |      |
| Complete Designated Medical Provider form (req'd by Risk Management).  |          |      |
| Miscellaneous (i.e. YMCA, COSE discounts)  |          |      |

| <b>Work Schedule</b>   |  |  |
|--|--|--|
| Work Hours - Starting and ending times, flextime, recording time worked  |  |  |
| Lunch and Break Times  |  |  |
| Overtime - Procedure for overtime, extended hours, compensatory time   |  |  |
| Leave Time - Process for requesting time off, who to contact if employee will be late or absent due to illness, recording leave time.  |  |  |
| <b>Job Specific</b>  |  |  |
| Explain agency mission, vision, goals, objectives, and organizational chart. Identify internal/external customers.   |  |  |
| Job Description/PIQ - Discuss duties, responsibilities, and tasks; job standards and expectations. Provide class title, grade, pay range, and class description.                                   |  |  |
| Manuals - Provide manuals such as desk manuals or procedure manuals, overall operations manual, employee handbook, and/or other resource materials and references.                                 |  |  |
| Probation - Explain probationary period.   |  |  |
| Performance Appraisal - Review performance appraisal process.  |  |  |
| Training - Explain professional development and training opportunities.  |  |  |
| Work Tasks - Explain how work is assigned, who can assign work, and who will provide assistance if there are questions.  |  |  |
| Meetings - Explain how meetings are scheduled and how employee is notified.  |  |  |
| Calendar - Explain the kinds that are available for the employee's use. (electronic, desktop)  |  |  |
| Travel - If employee is required to travel on the job, explain in-state/out-of-state travel procedures/allowances, credit and gas cards, and motor vehicle pool.                                   |  |  |
| Confidentiality - Describe information that is confidential.   |  |  |
| <b>General Information</b>   |  |  |
| Mail - Describe how mail (U.S. and interoffice) is collected, posted, and distributed. Show employee mailbox and in-box. Add employee to mailing list and provide e-mail address and instructions. |  |  |
| Computer - Train on hardware and software operations and appropriate usage.  |  |  |
| Equipment - Train on equipment operations and appropriate usage.   |  |  |
| Office Files - Explain location of and filing system for records.  |  |  |
| ID - Issue an ID card, nametag/plate, business cards.  |  |  |
| Keys - File SFN52180 with Facility Management when issuing office/capitol keys.  |  |  |
| Supplies - Show where supplies are located and how to order them.  |  |  |
| Safety and Emergency - Explain specific office safety and emergency instructions, plan/procedures, provide information numbers, location of first aid kit and fire extinguisher.                   |  |  |
| <b>Personal</b>  |  |  |
| Attire - Explain appropriate work clothes (uniform/dress code).  |  |  |
| Food and Drink - Inform employees about eating or drinking in the work area.   |  |  |
| Smoking - Explain the No-Smoking Policy and where employee can smoke.  |  |  |
| Visitors - Inform employee about visiting with friends, family, or other employees during work.  |  |  |
| <b>Other</b>   |  |  |
| Schedule employee for state orientation program conducted by ND Human Resource Management Services and PERS.   |  |  |
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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date