

NEW EMPLOYEE ORIENTATION CHECKLIST

GS-9 (REV. 10/93)

EMPLOYEE INFORMATION - (To be completed by Attendance Clerk)

EMPLOYEE NAME		SUPERVISOR NAME	
EFFECTIVE DATE OF EMPLOYMENT	POSITION NUMBER	EMPLOYEE TIME BASE	CLASSIFICATION

The person responsible for each of the categories on this checklist should initial each item in that category after discussing the information with the new employee. The new employee should be oriented to the workplace during the first days or weeks of employment.

PERSONNEL		TRAINING	
	Employee Status (Explain type of appointment)		Training Policy
	Appointment Documents (Use checklist form [GS-70] and include Savings Bonds, Deferred Compensation and Flex Elect information)		New Employee Orientation (Register for DGS course)
	Starting Salary		Supervisory Development Program (Register if new supervisor)
	Payroll		Sexual Harassment Prevention Training
	Direct Deposit		Affirmative Action Related Training
	Credit Union		Individual Training Plan (GS-19)
	Probation Period		Career Development Guide (GS-19A)
	Merit Salary Adjustment		Defensive Driver Training (If applicable)
	Examination Announcements and Employment Opportunity Bulletins		Current DGS Course Schedule
	Access to Personnel Records		STC, SEEP & technical class schedules (if required)
	Employee's Guide to Reasonable Accommodation		Quality Certificate Program
ATTENDANCE		TRAVEL / TRANSPORTATION	
	Attendance and Tardiness Policy - Bereavement - Holidays - Jury Duty - Self and Family Sick Leave - Personal Holiday - Leave of Absence (Education, Maternity, Personal, Parental) - Family Leave		Travel Expense
	Work Hours - including lunch and break		Travel Advance
	Alternate Work Week Schedules		Charge Card
	Attendance Documents - Pay Period Calendar - Authorization for Extra Hours - Absence and Additional Time Worked Report		Taxi Use
	Overtime (Mandatory vs. Voluntary)		State Vehicle Use
	Absence Without Leave (AWOL)		Authorization to Use Privately Owned Vehicle on State Business (STD. 261)
	Release Time (SPB Hearings, Civil Service Exams, Etc.)		Transportation Program (Include parking, bus pass information)
PERFORMANCE / EVALUATION		AFFIRMATIVE ACTION / EEO	
	Duty Statement / Responsibilities		Affirmative Action / EEO Policies - Upward Mobility Guide - Sexual Harassment Prevention
	Probation Report		Departmental Committees and Task Forces - Affirmative Action Advisory Committee - Hispanic Task Force - Womens Program Advisory Committee - Disabled Advisory Subcommittee - Nontraditional Women Subcommittee
	Annual Performance Appraisal (Individual Development Plan)		Reasonable Accommodation
	Production Standards / Workload Standards (If applicable)		Discrimination Complaint Process
	Constructive Intervention (designated supervisors only)		EEO Counselor Network

(Continued on reverse)

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ORGANIZATION / POLICIES / PROCEDURES		SAFETY	
	Current Organizational Charts	Location of:	
	Vision/Mission of Department and Office		Office's Injury and Illness Prevention Plan
	New Century Project - Vision Statement - Customer Service - Continuous Improvement - Employee Involvement		Asbestos Notification (If applicable)
	Director's Letter on New Century Project		Material Safety Data Sheets
	Program/Unit Description (include Office Vision/Mission)		Hazardous Substance Inventory List
	Office Manual		Safety Equipment
	Work Rules		Emergency Equipment
	Telephone Procedures - Voice Mail - Personal Telephone Use		Fire Extinguishers
	Introduction to: - Co-workers - Supervisors - Managers - Office Chief - Attendance Clerk - Safety Coordinator - AA/EEO Coordinator - Return-to-Work Coordinator - Training Coordinator - Transportation Coordinator		Evacuation Routes
	Appropriate Attire		Eye Wash Stations (if applicable)
	Solicitation and Distribution Policy		Meeting Point for Drills
	Open Door Policy (Explain Policy)		First Aid / CPR Roster
	Merit Award Suggestion Program		First Aid Kits / Cabinets
REFERENCES			List of Physicians
	Office Telephone Listing		Safety Team Roster
	State Telephone Directory	Reading and Precautions:	
	California Code of Regulations (If available)		Office's Code of Safe Practices (receipt required)
	Government Code (If available)		Material Safety Data Sheets
	DGS Departmental Manual		Labels
	State Administrative Manual		Office Business Plan
	Management Memos		Office Emergency / Evacuation Plan
	Administrative Orders		Other:
LABOR RELATIONS			Formal Hazard Training (if applicable)
	Grievance Procedure		Safety Shoes and Hearing Protection (If applicable)
	Employee Organizations (Union Information)		Accident Reporting (Personal / Vehicle)
	Job Stewards		Helping Your Injured Employee (Supervisor)
	Union Leave	FACILITIES/EQUIPMENT	
	Release Time (Nonunion Leave)		Building Facilities - Exits - Lockers - Restrooms - Showers - Cafeteria - Bicycle Storage - Security, etc.
HEALTH			Office Keys
	Hair (If applicable)		Office Equipment / Supplies (Assign equip., explain copier usage, etc.)
	Drug and Alcohol Testing Policy	MISCELLANEOUS	
	Smoking Policy		State Identification Cards
	Employee Assistance Program		Computer Security / E - Mail Login

Each of the items on this form, which is applicable to the function and organization of this office and the employee's position, has been discussed to our satisfaction.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

