

EMPLOYEE ORIENTATION CHECKLIST

(ER 350-1-410)

Read Instructions
on Reverse Side.

NAME OF EMPLOYEE	ASSIGNED TO	EOD DATE
POSITION TITLE AND GRADE	TYPE OF APPOINTMENT <input type="checkbox"/> CAREER CONDITIONAL <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER <i>(Specify)</i>	

PHASE I - BASIC ORIENTATION

(To be conducted by a representative of the Personnel Officer or the Supervisor.)

APPOINTMENT	LEAVE
HOURS OF WORK <i>(Punctuality-Holidays-Overtime)</i>	EMPLOYEE SERVICES <i>(Cafeteria, Emergency rooms, credit union, bulletin boards, bank, housing, recreational activity)</i>
PAY <i>(Paydays, salary, deductions-Bonds, life insurance, income taxes, retirement, health insurance)</i>	TRANSPORTATION <i>(Public, car pool arrangements, parking)</i>

SIGNATURE OF <input type="checkbox"/> PERSONNEL OFFICE REPRESENTATIVE OR <input type="checkbox"/> SUPERVISOR	DATE
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PHASE II - ON-THE-JOB ORIENTATION

(To be conducted by the immediate Supervisor.)

MISSION OF THE ORGANIZATION	SPECIAL RULES AND REGULATIONS <i>(Punctuality, lunch and rest periods, use of telephones, correspondence, office travel, distribution of paychecks)</i>
EXPLANATION OF JOB SHEET AND DUTIES	CONDUCT <i>(Explain standards expected of Government Employees, particularly those assigned to procurement and related functions. Also explain how standards of conduct outlined in AR 600-50 relate to employee's position.)</i>
CAREER AND/OR PERFORMANCE APPRAISAL	
INTRODUCTION TO FELLOW WORKERS	LEAVE <i>(Vacations--Emergency Absences)</i>
LINES OF AUTHORITY-SUPERVISORY CHANNELS	CARE AND PROTECTION OF GOVERNMENT PROPERTY
INDOCTRINATION IN SECURITY RESPONSIBILITIES	EMERGENCY PLANS AND INSTRUCTIONS
DATE COMPLETED INDOCTRINATION UNDER USACE SUPPLEMENT 1, AR 380-5 <i>(Enter on Employee Record Card, SF 7-B)</i>	DATE
	UNION REPRESENTATION <i>(If applicable)</i>

SIGNATURE OF IMMEDIATE SUPERVISOR	DATE
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PHASE III - GROUP ORIENTATION

(To be conducted by Agency representatives or the Supervisor within 45 days.)

MISSIONS OF THE CORPS <i>(Military and Civil Works)</i>	SECURITY REGULATIONS
ORGANIZATIONAL STRUCTURE OF THE CORPS	PROMOTION POLICY
SUGGESTION AND AWARDS PROGRAM	RETIREMENT AND SOCIAL SECURITY SYSTEM
PERFORMANCE AND CAREER APPRAISAL SYSTEM	HEALTH AND SAFETY PROGRAM
TRAINING AND CAREER DEVELOPMENT	GRIEVANCES AND APPEALS
POSITION & PAY MANAGEMENT PROGRAM	EQUAL OPPORTUNITY POLICY
EMPLOYEE-MANAGEMENT RELATIONS	

SIGNATURE OF <input type="checkbox"/> PERSONNEL OFFICE REPRESENTATIVE OR <input type="checkbox"/> SUPERVISOR	DATE
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REMARKS

SIGNATURE OF EMPLOYEE *(To acknowledge that Phase I, II, and III orientations are understood.)*

INSTRUCTIONS

TO ALL SUPERVISORS

The Employee Orientation Checklist on the front of this form is designed for use during the process of introducing new employees to their specific jobs to the organization, and to the community. **Phase II** is the most important part of the orientation process. Careful advance planning for conducting this phase will result in benefits to the employees and the organization. If a good orientation is given, the employees will quickly get the feeling that they "belong" and that management has a sincere interest in them and their potential contribution.

Listed below are some suggestions on how you may prepare for this part of the orientation.

Get ready to receive the new employee

- Review his/her work experience, education, and training.
- Have an up-to-date job description or a list of duties and responsibilities available for discussion.
- Have the work place, tools, equipment and supplies ready.

Welcome the new employee

- Put him/her at ease.
- Indicate relationship to new employee.

Show genuine interest in the employee

- Discuss the employee's background and interests.
- Inquire about his/her housing situation.
- Inquire about the transportation to and from work.
- Inquire about any possible financial difficulties because of the pay lag, and suggest local sources of assistance.

Explain the work of the unit

- Function.
- Organization.
- Indicate the employee's position in the unit.
- Explain relation of work to that of other employees.

Tell the employee to whom he/she reports and who reports to him/her.

Show the layout and available facilities

- Explain layout of shop or office.
- Show elevators, wash room, water fountain and other facilities.

Introduce the employee to the chief of the unit and to his/her co-workers

- Indicate to each the new employee's duties.
- Explain duties of each person to whom introduced.
- Arrange for a co-worker to go to lunch with him/her the first day.

Explain rules and regulations

- Hours of work
- Punctuality and good attendance.
- Lunch period.
- Rest periods.
- Use of telephone.
- Leave.
- Other shop or office practices and procedures -- smoking, safety, wearing apparel, fire regulations.

Instruct the employee in the job or assign him/her to a qualified instructor

- Give step by step instruction.
- Explain quality and quantity work standards.
- Assign the employee his/her workplace.
- Indicate availability of instructor for future assistance.
- Provide learning aids -- samples of work, manuals, job instructions, procedures, lists of special or technical terms.
- Explain use and care of tools and equipment.
- Stress safe working habits.
- Stress security aspects of job.

Follow-up

- Check frequently on progress.
- Encourage questions.
- Make corrections and give encouragement.