



## Department Orientation Checklist

Once an employee has obtained clearance from Human Resources, he/she may begin working in your department. Please ensure your new employee has obtained a badge from Human Resources prior to beginning work in the department. *If the employee does not have a badge, please contact Human Resources prior to starting your department orientation.*

Please use the checklist below to ensure that each listed item is complete when welcoming your new hires on their first day of employment in your department.

Employee Name \_\_\_\_\_ Hire/Transfer Date \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

<b>TOPIC</b>
<b><i>First Day in the Department</i></b>
Introduction to department staff and issuance of staff roster
Tour of the department, introductions to staff in other departments with close working relationships
Completion of Uniform order form, as needed
Issuance of keys, equipment, and supplies as needed
Review of job description, performance expectations, probationary period, evaluation cycle, and job duties.
Review of HR Connect, including logging on, reviewing personal data, updating the emergency contact information, reviewing the job description, and reviewing important medical center policies.
Overview of badging and timekeeping
Review of assigned work hours and work schedule
Review of vacation, sick time, and holiday policies and procedures
Determine eligibility and review of the Medical Center Staff/Clinical Incentive program, including guidelines, deadlines, and goal development
Overview of unit safety – including location of fire extinguishers, fire/disaster plans, and hazards/infection control plans, as needed

## Department Orientation Checklist - continued

<b>TOPIC</b>
<i>Within the First Week in the Department</i>
Review of key phone numbers and web sites
Review of department scope of service, goals, and objectives
Review of department performance improvement plan and PI process
Lunch with a co-worker and/or supervisor (optional)
Review of New Hire web site, located on the HR web site
Completion of UC Learning Center Safety Training
Fire Extinguisher Training (if needed)
<i>Department specific training -</i>

\_\_\_\_\_  
**Employee Signature**                      **Date**

\_\_\_\_\_  
**Supervisor Signature**                      **Date**