

## New Employee Orientation Checklist

*Welcome to The Ohio State University! You have taken an important step towards what we hope will be a fulfilling career with the university. It is important for staff to acquire new skills to meet changing customer expectations, contribute to Ohio State's mission and vision, and continue to enjoy a rewarding career experience. This checklist outlines the steps you and your manager will follow to increase your understanding, knowledge and contribution to Ohio State. Many of these items will be new to you. You are encouraged to utilize your resources and ask questions.*



### First Week:

Date Completed

#### Department Information

- Meet your manager: discuss roles, responsibilities, expectations, hours, vacation/personal/sick days, dress code and payroll information \_\_\_\_\_
- Explain office equipment (phones, computer, etc.) \_\_\_\_\_
- Discuss office procedures (how to order supplies, how to use the copier, fax and other machines) \_\_\_\_\_
- Discuss e-mail, internet and voice mail use \_\_\_\_\_
- Provide a tour of the department/building, review parking and bus accessibility \_\_\_\_\_

#### University Information

- Share the culture/history/environment of the department \_\_\_\_\_
- Discuss university and department policies, procedures and unifying principles \_\_\_\_\_
- Share HR contact information (describe role, etc.) \_\_\_\_\_
- Discuss university mission/vision, goals, values and expected behaviors \_\_\_\_\_
- Share organizational chart \_\_\_\_\_
- Discuss personal and department safety and security issues \_\_\_\_\_

#### Materials you should receive:

- ✓ Job description
- ✓ University and department mission, values and policies
- ✓ Organizational chart
- ✓ Benefit information and applicable forms
- ✓ Holiday Schedule
- ✓ Ohio State BUCK I.D.
- ✓ Parking pass
- ✓ Tax, I-9 documentation, Ohio Ethics Law booklet
- ✓ University-wide and department training schedules
- ✓ Copies of *reSources* and *onCampus*
- ✓ Ohio State Faculty and Staff directory

**First Month**  
Date Completed

- Meet with manager to assess progress and ask questions \_\_\_\_\_
- Learn about Ohio State's performance management system \_\_\_\_\_
- Develop individual performance goals and discuss probationary period (if applicable) \_\_\_\_\_
- Discuss rewards and recognition program \_\_\_\_\_
- Attend university-wide new employee orientation

**First Quarter**  
Date Completed

- Meet with manager quarterly to discuss individual performance goals \_\_\_\_\_
- Review role expectations with manager \_\_\_\_\_
- Attend and participate in department and team meetings (if applicable) \_\_\_\_\_
- Share initial feedback, comments and concerns with manager \_\_\_\_\_

**First Year**  
Date Completed

- Complete the self-review and discussion guide for the performance review meeting \_\_\_\_\_
- Prepare for and discuss performance review \_\_\_\_\_
- Discuss salary review \_\_\_\_\_
- Develop individual performance plan \_\_\_\_\_

**Additional Employee Resources**

Organization and Human Resource Development .....(614) 292-4500  
 Employment Services .....(614) 292-9380  
 Consulting Services .....(614) 292-2800  
 Benefits/HR Customer Service .....(614) 292-1050  
 Payroll .....(614) 292-2311  
 Office of Human Resources Web site .....<http://hr.osu.edu>  
 The Ohio State University Web site .....[www.osu.edu](http://www.osu.edu)