

EMPLOYEE INFORMATION

Name: _____ Position & Department: _____

INTRODUCTIONS AND TOUR

- Introductions to department staff and key personnel
- Tour of facility, including:
 - Work station
 - Restrooms
 - Information resources
 - Mail room
 - Break room
 - Supplies and equipment

POSITION INFORMATION

- Organization of department, including:
 - Immediate supervisor: _____ Title: _____
Phone: _____ Email: _____
 - Department manager: _____ Title: _____
- Initial work assignments and training plan
- Procedure manuals and resources to review
- Job description and performance expectations
- Work schedule and procedures for both expected and unexpected schedule changes
- Other: _____

ADMINISTRATIVE PROCEDURES

- General policies and procedures, including confidentiality and FERPA (also see www.chaffey.edu/policies)
- Completion and submission of timesheets
- Appropriate workplace attire, including any protective equipment necessary to safely perform job duties
- Other: _____

WORKPLACE SAFETY AND EMERGENCY PROCEDURES

- Responsibility to be alert and to report any workplace hazards or suspicious behavior
- Contact information for:
 - Campus Police
 - Student Health Services
 - Company Injury Hotline
- Nearest:
 - Emergency exit
 - Evacuation location
 - First aid kit
 - Fire extinguisher / alarm

OFFICE TECHNOLOGIES

- Telephone
- Copy machine
- Printer
- Software: _____
- Computer
- Fax machine
- Scanner
- Other: _____

I have received orientation regarding the subject matter above and understand that it is my responsibility to ask questions when in need of clarification and when unsure of proper procedures. I will conduct myself in the manner discussed and will be accountable to my role as a representative of Chaffey College.

Employee Signature: _____ Date: _____