



Orientation at the College of William and Mary Checklist

Employee's Full Name: _____ Banner#: _____
 Department: _____ Department Contact: _____
 Date of Hire: _____ Phone: _____

This checklist is to assist new employees during the transition to their departments. Orientation Liaisons and Supervisors should help new employees feel at ease and welcome to The College of William and Mary.

- ✓ Remember to obtain a complimentary five-day parking pass for your new hire. This will give your new employee a full work week to go to the Parking Office to purchase a permanent parking pass. These passes are also available in the Office of Human Resources.

Please initial each item after discussing with new employee.

SECTION 1: To be completed by Orientation Liaison or Supervisor

Initial

Welcome and show employee to their work area	
Provide employee complimentary five-day parking pass along with instructions on how to obtain a permanent parking pass.	
Review the date/time/location of the Benefit and College Orientation that the employee should attend.	
Review work hours	
Review office attire	
Discuss pay dates	
Discuss timesheets and <i>myWM</i> including campus-wide Emergency Phone Numbers	
Review when and whom to call when absence is necessary	
Discuss lunch and breaks	
Review Holiday schedule	
Review office equipment: [Department drives, copier (codes), fax machines, telephone (long distance, dept phone numbers and college directory)]	
Provide organizational chart [Department/College]	
Explain Office procedures: Mail pick-up & delivery, supplies & housekeeping	

	Discuss communications: Staff meetings, department meetings, staff digest
	Discuss training/educational opportunities: eVa, Banner and tuition waiver
	Discuss safety and security: Emergency notification & inclement weather
	Tour of department: Introduction to colleagues, location of restrooms & breakroom

SECTION 2: To be completed by Supervisor

Initial

	Provide a copy of the position description
	Conduct the Employee Development Plan within 31 days of hire (for full-time employees only)
	Explain probationary period and evaluation (for full-time employees only)
	Issue keys (if required)
	The Employee Handbook: http://www1.dhrm.virginia.gov/office/ahrs/docs/employeehandbook.pdf * the acknowledge page of the Handbook may be printed, signed and returned to Human Resources to be filed in the personnel file.

Department: Specific Requirements/Notes (to be customized by each department)	

Completion of checklist: (Both new employee and supervisor must sign below indicating checklist information has been completed in full).

Employee: _____
Signature _____
Date _____

Supervisor: _____
Signature _____
Date _____

Please return the completed checklist to the Office of Human Resources to be filed in the employee's personnel file.

“Orientation is a process, not just an event”