



SUPERVISOR ORIENTATION CHECK LIST FOR NEW EMPLOYEES

INSTRUCTIONS: During check-in process: 1. This process should be accomplished within 5 working days after the new employee reports for duty. 2. First-line supervisors are responsible for introduction of the items in the SUPERVISOR ORIENTATION Section. <ul style="list-style-type: none"> Supervisor provides a copy of the completed checklist to the new employee and the NAF HR OFFICE within 5 working days of completion. 				
<i>Employee Name:</i>			<i>Kronos #</i>	
<i>Location/Department:</i>			<i>Date of Hire:</i>	
<i>Position Title:</i>	<i>Series/Grade:</i>	<i>Step:</i>	<i>Pay:</i>	<i>FLSA:</i> <input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SUPERVISOR ORIENTATION				
<i>Category:</i> <input type="checkbox"/> Regular Full-Time (RFT) (35-40 hrs week) (issue benefits package, schedule return appointment) <input type="checkbox"/> Regular Part Time (RPT) (20-34 hrs week) (issue benefits package, schedule return appointment) <input type="checkbox"/> Flexible Scheduled (0-40 hrs week) no benefits <input type="checkbox"/> Flexible Seasonal/Temporary (0-40 hrs week) specified period of employment, no benefits Note: Work Schedules/locations may be changed to meet mission needs regardless of employment category.				
			Completion Date	Supervisor Initials
1. Explained Mission of Department				
2. Explained Work Performance Appraisals, Goals, and Awards				
3. Explained Safety Rules and Fire Prevention				
4. Explained Employee Privileges (Use of NAFI facilities, etc....)				
5. Explained Work Schedule and Notification Procedures				
6. Explained Work Hours, Timekeeping, and Meal Breaks				
7. Explained Chain of Command Procedures				
8. Explained Advancement, Reassignments and Transfers				
9. Explained Resignation Notice Requirements				
10. Explained Customer Service and Training Dates				
11. Explained Training Opportunities				
12. Explained Telephone Usage				
13. Explained Local Facilities (eating, parking, etc...)				
14. Explained Appropriate Dress Standards				
15. Completed In-processing at Security Manager				
16. Introduced Employee to Co-workers				
I have received instructions in the above subjects and feel I have a good understanding of the policies and regulations pertaining to me.			Items initialed have been covered with employee individually.	
Signature of Employee			Signature of Supervisor	
Date			Date	