

SUPERVISOR GUIDE TO NEW EMPLOYEE ORIENTATION

It is the responsibility of the supervisor to complete the following portion of the orientation for each new employee providing pertinent information about the department and program. This information should be discussed with the new employee by the supervisor or by the designated administrative staff employee who has been assigned responsibility for orientating the new employee. This is your opportunity to set the minimum work standard expectations. This form can be used to personalize and document additional information discussed with the employee. This form should be kept in the Supervisor working file, with a copy given to the employee, and also a copy sent to Technical Services.

New Employee Name:

Position Title:

PCN #

Department/Division/Unit:

ABOUT OUR PROGRAM:

- The general type of work performed by the division and the department as a whole is: (Discuss in detail the various units within the division, what their functions are, how they are related to each other, and especially how the functions of the new employee's job will be related to the different units. Provide and discuss the department organization chart.)

- The people managing our work are: (Commissioner, Division Director, Section Supervisor)

YOU, AS A NEW EMPLOYEE

- The purpose of your position is: (Provide and discuss a copy of the Position Description.)
- You are important to our program because:
- Department employees with whom you will have contact are: (Provide the name, position and contact information.)
- Your regular schedule is:
- Your position is over time exempt / over time eligible.
- Working outside your regular schedule: you are / are not eligible for pay.

- ❑ The policy for working extra hours is:
- ❑ Time Sheet procedures are:
- ❑ To request leave, you should:
- ❑ In the event of an unscheduled absence, you should contact:
- ❑ The probationary period for this position is:
- ❑ The evaluation procedures (time frame, purpose, etc.) are:
- ❑ An interim evaluation will be provided to you on:
- ❑ Supervisor working file can be reviewed upon request and is kept at:

OUR WORKPLACE:

- ❑ Work Site Address:
- ❑ Mailing Address:
- ❑ Telephone Number:
- ❑ You will / will not receive an office key.
Employees may use the building outside of normal work hours when there is a good reason for it. It is not permissible to use the building for personal reasons or personal business. The employee is responsible for the key issued and must return it upon termination. The procedure for checking out an office key is:
- ❑ You will / will not need to have a State ID Card. The procedure/process for obtaining the ID card is:
- ❑ Basic information on the use of the computer; including appropriate drive for saving documents, shared drives, etc. is as follows:
- ❑ The Department Intranet site is:
- ❑ Additional sites that you will be using as an employee of the department are:
- ❑ You will / will not need a State of Alaska Parking permit. To obtain this permit, you will need to do the following:
- ❑ This position requires / does not require work related travel. The procedure for making reservations, completing the Travel Authorization (TA) and additional information you need to know is:

- ❑ The location and operating instructions for the copy machine, fax machine and other office equipment is:
- ❑ The TTY and the TDD telephones are located in the following locations:
- ❑ The procedure for ordering supplies is:
- ❑ This position's unique job requirements (special commissions, clearances, mainframe access needs, etc.) are:
- ❑ Our practice on employee development consists of the following:
- ❑ Required training courses for this position are:

POLICIES:

As an employee, you are required and expected to be aware of the following policies:

- ❑ Administrative Order 75 – EEO Policy
- ❑ Administrative Order 81 – Harassment Policy
- ❑ Administrative Order 129 – ADA Policy
- ❑ Administrative Order 195 – Diversity Policy
- ❑ Office Technology Policy
- ❑ Drug Free Workplace Act
- ❑ Department Specific Polices - Please List these

COMMUNICATIONS:

- ❑ Our expected email protocol (instructions for use, expectations for turn around, cautions, etc.) is:
- ❑ Our expected voice mail/telephone protocol (Instructions, standards for messages, turn around time, personal business, etc.) is:
- ❑ Our expected internal communication protocols (instructions on route slips, preferred communication, etc.) are:

FOR YOUR SAFETY:

- ❑ In case of an emergency, the evacuation plan is:
- ❑ The emergency exits are located:
- ❑ The fire extinguishers are located:
- ❑ The department procedure for reporting accidents is:
- ◆ Please follow up the orientation with a tour of the workplace, introducing the employee to co-workers, indicating departmental areas as appropriate; location of

restrooms, water fountains, coat hanging areas, vending machines, refrigerator, stairs, elevators, etc. and pointing out safety information (fire escapes, fire extinguisher, etc.).

ALSO FOR YOUR INFORMATION:

(Provide any additional specific information about the department or program that a new employee should know, as well as additional departmental forms.)

* Future link to department, with specific departmental forms listed.

I certify that I have read and understood all information and forms relating to the New Employee Orientation. I am aware of the time sensitive items (Health Insurance, SBS Supplemental Benefits, Bargaining Unit Notification) that I need to complete within 30 calendar days.

Supervisor Signature Date

Employee Signature Date

Printed Name

Printed Name

CC: Supervisor Working File
 Employee
 Technical Services