

Sample New Employee Orientation

Standard 6.F.1.

EMPLOYEE INFORMATION			
Name:		Start date:	
Position:		Manager:	
FIRST DAY			
<input type="checkbox"/> Provide employee with New Employee Handbook.			
<input type="checkbox"/> Assign "buddy" employee(s) to answer general questions.			
POLICIES			
<input type="checkbox"/> Review key policies.	<input type="checkbox"/> Anti-harassment, anti-discrimination <input type="checkbox"/> Vacation and sick leave <input type="checkbox"/> FMLA/leaves of absence <input type="checkbox"/> Holidays <input type="checkbox"/> Time and leave reporting <input type="checkbox"/> Overtime <input type="checkbox"/> Performance reviews	<input type="checkbox"/> Personal conduct standards <input type="checkbox"/> Progressive disciplinary actions <input type="checkbox"/> Security/visitors <input type="checkbox"/> Confidentiality <input type="checkbox"/> Safety/emergency procedures <input type="checkbox"/> E-mail and internet use <input type="checkbox"/> Dress code	
ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures.	<input type="checkbox"/> Office/desk/work station <input type="checkbox"/> IT requests <input type="checkbox"/> Mail (incoming and outgoing) <input type="checkbox"/> Shipping (FedEx, DHL, and UPS) <input type="checkbox"/> Business cards <input type="checkbox"/> Purchase requests	<input type="checkbox"/> Telephones <input type="checkbox"/> Keys, building access cards <input type="checkbox"/> Conference rooms <input type="checkbox"/> Picture ID badges <input type="checkbox"/> Expense reports <input type="checkbox"/> Office supplies <input type="checkbox"/> Confidential file storage	
ADMINISTRATIVE FORMS			
<input type="checkbox"/> Process administrative forms:	<input type="checkbox"/> Signed conflict of interest policy <input type="checkbox"/> Signed statement of confidentiality <input type="checkbox"/> Payroll	<input type="checkbox"/> Health, life, disability insurances <input type="checkbox"/> Retirement plans <input type="checkbox"/> W2, I9	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:	<input type="checkbox"/> Restrooms <input type="checkbox"/> Mail rooms <input type="checkbox"/> Copy centers <input type="checkbox"/> Fax machines	<input type="checkbox"/> Bulletin board <input type="checkbox"/> Parking <input type="checkbox"/> Printers <input type="checkbox"/> Office supplies	<input type="checkbox"/> Kitchen <input type="checkbox"/> Coffee/vending machines <input type="checkbox"/> Emergency exits and supplies
COMPUTERS			
<input type="checkbox"/> Hardware and software reviews, including:	<input type="checkbox"/> E-mail <input type="checkbox"/> Intranet	<input type="checkbox"/> Microsoft Office <input type="checkbox"/> Data on shared drives	<input type="checkbox"/> Databases <input type="checkbox"/> Internet

\

POSITION INFORMATION

- Introductions to team.
- Review initial job assignments and training plans.
- Review job description and performance expectations and standards.
- Review job schedule and hours.
- Review payroll timing, time cards (if applicable), and policies and procedures.

CASA PROGRAM, INC. MISSION

- Program Mission and Purpose
- Demographics of Communities and Children Served
- Volunteer-Centered Organization
- Schedule for pre-service training
- Lines of accountability and authority
- Relationship with the Courts
- Relationship with CPS

TEXAS CASA, NATIONAL CASA ASSOCIATION

- Relationship with Texas CASA
- Relationship with National CASA Association