

# City of Waco

## New Employee Job Orientation Guide

Instructions: This is a checklist to help supervisors, and/or their designees, to ensure that training in core areas is provided to each new employee. The checklist includes those items that are core to all City Employees and those that are specific to their department. Supervisors must ensure that all employees receive training in all items listed, before completion of the checklist. When completed, supervisors will keep a copy of the checklist for their employee's department file, and submit the original to Human Resources.

Date \_\_\_\_\_ Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Job Classification \_\_\_\_\_ Department \_\_\_\_\_

Supervisory/Management   
Professional/Technical

CSR

Field/Maintenance   
Office/Clerical

Category Item	Employee Initials	Supervisor Initials (designee)	Date
1. Departmental Goals/Philosophy a. Mission b. Objectives c. Goals			
2. Introduction a. Departmental Directors b. Co-workers c. Payroll Preparers			
3. Departmental Functions a. Overview b. Services			
4. Records and Documentation a. HR Personnel File b. Departmental File c. Training Certificates			
5. Work Schedules and Time Off a. Lunch and Break Times b. Absence c. Holidays d. Leave e. School Conference			

Category Item	Employee Initials	Supervisor Initials (designee)	Date
6. Payroll a. Time sheets b. Time sheet codes c. Employee responsibilities d. Pay period			
7. Communication a. Phone b. Computer c. Mail			
8. Duties and Responsibilities a. Progress Review b. Expectations Document c. Job Description			
9. Standard Operating Procedures a. Functions b. Cross Training			
10. Policies and Procedures a. Departmental b. City of Waco			
11. Risk Management and Safety a. New Employee Safety Orientation in Accordance with Departmental Safety Plan (IPP Attach. VII)			
12. Supervisory Responsibilities a. Expectations b. Budget			

\_\_\_\_\_  
Print Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature      Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date