



**NEW EMPLOYEE INDUCTION GUIDE**

**INSTRUCTIONS:** This is a checklist to help department heads and their designated representatives insure that major induction items are explained to new employees. Check off each item as it is completed. Return this document to Human Resources by the end of the first week of work.

**Date** \_\_\_\_\_ **Name of Employee** \_\_\_\_\_ **SS#** \_\_\_\_\_

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

**WHO'S WHO**

- Introduce employee to:
1. Department Head \_\_\_\_\_
  2. Immediate Supervisor \_\_\_\_\_
  3. Fellow Workers \_\_\_\_\_

**SAFETY-FIRST-LAST-ALWAYS**

- Regulations of Department \_\_\_\_\_
- Accident Reporting (Personal) \_\_\_\_\_
- Company Vehicle Accident Reports \_\_\_\_\_

**WORK SCHEDULE/TIME OFF**

- |                       |                    |
|-----------------------|--------------------|
| Hours _____           | Breaks _____       |
| Overtime _____        | Lunch _____        |
| Vacation _____        | Holidays _____     |
| Sick Leave _____      | Flex Holiday _____ |
| Personal Day(s) _____ |                    |

**PAYROLL INFORMATION**

- Time Sheet \_\_\_\_\_
- Pay Period and Paycheck \_\_\_\_\_

**DEPARTMENT ORIENTATION**

- Location of City Policy Manual \_\_\_\_\_
- Location of Departmental Policy Manual \_\_\_\_\_
- Work & Organization of Department \_\_\_\_\_
- Importance of Teamwork \_\_\_\_\_
- Functions of Employee's Unit \_\_\_\_\_
- Supplies & Equipment (Where to locate) \_\_\_\_\_
- Proper Maintenance of Supplies and Equipment \_\_\_\_\_
- Importance of Notifying Supervisor of Injury \_\_\_\_\_
- Interview at End of First Day \_\_\_\_\_
- Interview at End of First Week of Work \_\_\_\_\_

**JOB DUTIES**

- Specific Job Duties \_\_\_\_\_
- Job Performance Standards \_\_\_\_\_
- Job Descriptions \_\_\_\_\_
- Zoning Plans \_\_\_\_\_
- Progress Reviews \_\_\_\_\_

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

\_\_\_\_\_  
**Signature of Supervisor**      **Date**