

Department Specific Orientation

**please conduct within the first day of employment

- Pay Procedures
 - Time Cards
 - Payroll distribution
- Review Dress Expectations/reminder on badge use
- Department Tour
 - Break/Lunch areas, and Bulletin Boards
 - Personal item storage
 - Restrooms
 - Smoking area
- Safety
 - Fire Exit, fire extinguisher
 - Tornado Shelter
 - First Aid Kit(s)
 - Equipment Usage (including lockout/tagout procedures)
- Introduction to Dept. Staff and Structure (who's in charge)
 - Department Phone Numbers
- Scheduling
 - Requesting time off
 - Procedure for calling in sick
 - Breaks/Lunches
- Probation
 - Evaluation/expectations
 - Salary

I have received a department orientation including the items listed above.

Please print name: _____

Signature: _____

Date: _____

