

Departmental Administration and Staff Offices Orientation Checklist

Employee's Name:		Position Series & Title:	
Entrance On Duty Date:		Division/Branch:	
Supervisor's Name:		Supervisor's Title:	
INSTRUCTIONS: <i>The orientation session and/or the supervisor should provide employees with information addressing items on this checklist. Identified below are topics of recommended basic information to be addressed during the orientation process.</i>			

	ORGANIZATIONAL OVERVIEW		EMPLOYEE'S JOB		TRAINING AND DEVELOPMENT
<input type="checkbox"/>	Overview of Organizational Mission	<input type="checkbox"/>	Introductions To Fellow Workers And Key Supervisors	<input type="checkbox"/>	Individual Development Plan
<input type="checkbox"/>	Organizational Structure and Culture	<input type="checkbox"/>	Tour Of Area/Office	<input type="checkbox"/>	Types of Available Training – Classroom, On the Job
	ORGANIZATIONAL COMMUNICATIONS	<input type="checkbox"/>	Location Of Snack Bar, Rest Rooms, Lunch Facilities		AGLEARN
<input type="checkbox"/>	Electronic Communications	<input type="checkbox"/>	Location Of Health Unit, Fire Exits, Emergency Procedures	<input type="checkbox"/>	Accessing The System
<input type="checkbox"/>	Computer Security	<input type="checkbox"/>	Probationary Period (if Applicable)	<input type="checkbox"/>	Policies And Procedures
<input type="checkbox"/>	Use of Telephone	<input type="checkbox"/>	Employee Responsibilities		EMPLOYEE RECOGNITION
	EMPLOYEE'S POSITION & PERFORMANCE	<input type="checkbox"/>	Sources Of Assistance	<input type="checkbox"/>	Types of Awards
<input type="checkbox"/>	Position Description	<input type="checkbox"/>	Workflow And Contacts	<input type="checkbox"/>	Policies and Procedures
<input type="checkbox"/>	Employee Duties and Responsibilities	<input type="checkbox"/>	Materials And Equipment		OFFICIAL GOVT TRAVEL
<input type="checkbox"/>	Performance Plan – Standards/ Elements/ Critical Elements (in place w/in 30 days for permanent employees)	<input type="checkbox"/>	Recordkeeping: Form SF-50: Notification Of Personnel Action	<input type="checkbox"/>	Travel Authorization Procedures
<input type="checkbox"/>	Performance Based Actions (Promotion and Within Grade Increases)		PAY AND LEAVE	<input type="checkbox"/>	Travel Voucher
<input type="checkbox"/>	Performance Period	<input type="checkbox"/>	Pay Systems	<input type="checkbox"/>	Travel Policies and Procedures
<input type="checkbox"/>	Performance Appraisal & Review	<input type="checkbox"/>	Pay Periods		TRANSPORTATION
	TIME AND ATTENDANCE	<input type="checkbox"/>	Salary	<input type="checkbox"/>	Transportation Subsidy Program
<input type="checkbox"/>	Tours of Duty (flextime, compressed work schedule)	<input type="checkbox"/>	Employee Personal Page	<input type="checkbox"/>	Vehicle Parking
<input type="checkbox"/>	Lunch Period and Breaks	<input type="checkbox"/>	Form AD-334 – Leave and Earnings Statement	<input type="checkbox"/>	Carpool/Vanpool/Ride Sharing
	EMPLOYEE BENEFITS	<input type="checkbox"/>	Employee Responsibilities in Application/Approval of Leave		EMPLOYEE RESPONSIBILITIES/ CONDUCT
<input type="checkbox"/>	Health Insurance (FEHBA)	<input type="checkbox"/>	Types of Leave	<input type="checkbox"/>	Employee Ethics
<input type="checkbox"/>	Life Insurance (FEGLI)	<input type="checkbox"/>	Reporting Illness or Emergency	<input type="checkbox"/>	Use of Government Property
<input type="checkbox"/>	Retirement System – CSRS/FERS	<input type="checkbox"/>	Leave Policies & Procedures	<input type="checkbox"/>	Reporting Misconduct and Other Offenses
<input type="checkbox"/>	Designation of Beneficiaries	<input type="checkbox"/>	Legal Holidays	<input type="checkbox"/>	Grievance Process and Procedures
<input type="checkbox"/>	Thrift Savings Plan (TSP)		EQUAL OPPORTUNITY & CIVIL RIGHTS	<input type="checkbox"/>	Workplace Violence
<input type="checkbox"/>	Dental and Vision Insurance	<input type="checkbox"/>	Sexual Harassment	<input type="checkbox"/>	Alternative Resolution Program
<input type="checkbox"/>	Long Term Care Insurance	<input type="checkbox"/>	Formal and Informal EEO Complaint Process & Procedures	<input type="checkbox"/>	Misconduct and Penalties