

Reclamation Manual

Directives and Standards

BUREAU OF RECLAMATION ORIENTATION CHECKLIST

30-Day Evaluation

(Complete and return to local Human Resources Office)

Name: _____

Entrance on Duty Date: _____

Organizational Unit: _____

Title, Series, Grade: _____

Upon completion of the initial New Employee Orientation and the first 30 days with Reclamation, the new employee should complete this form. This will assist us in providing better orientation for new employees. It should be signed by the new employee.

◆ Pre-Employment Orientation

1. Were you provided with adequate information before you reported to work; i.e., directions to the office, a survival kit, and your supervisor/sponsor's name and phone number?
2. Do you have any recommendations that would help new employees before reporting for duty?

◆ Human Resource Office and/or Work Site Orientation

1. Comment on this phase of your orientation.
2. Identify information needed but not received, and/or material received but not clearly explained.

◆ New Employee Orientation Notebook

1. What is your opinion of the notebook?
2. Identify additional material you feel should be included or deleted.
3. Which material did you find especially helpful?

◆ In General

1. Do you have any suggestions on how we can make the transition to Reclamation an easier one?
2. Are there any additional services or programs we can provide?

Employee Signature

Date