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DEPARTMENT ORIENTATION CHECKLIST
WEEK #2 – TRAINING: HOW DO I LEARN THIS?

TRAINING RESOURCES	STAFF NAME
☐ Tutorials for software	
☐ Project Overviews	
☐ Internal Training Needs Assessment – online registration site (ITNA)	
☐ Recommended websites for national laboratory and DOE information	
☐ Recommended websites for reference and learning	
☐ Laboratory Standards: templates, trademarks, acronyms	
READING MATERIAL	
☐ Recommended reading based on assignment	
☐ Project Management tools	
☐ Time Management tools	
VIDEOS	
☐ New Hire Orientation Video	
☐ Technical videos as appropriate	
☐ Other Laboratory videos	
MEET WITH MANAGER	

DEPARTMENT ORIENTATION CHECKLIST
WEEK #3 – WHAT’S MY ASSIGNMENT?

DEPARTMENT STANDARD OPERATING PROCEDURES	STAFF NAME
☐ Overview of deliverables and media used	
☐ Documentation plans or specifications	
☐ Project Checklists	
☐ Directory structure of files (online and paper)	
☐ Naming conventions	
☐ Review process (peer reviews)	
☐ Quality procedures	
☐ Translation considerations	
ASSIGNMENT	
☐ Description of assigned work	
☐ Introduction to Subject Matter Experts	
☐ Location of files	
☐ Contact list (online phone directory)	
WRITING AND GRAPHIC GUIDELINES	
☐ Where to find templates and which styles to follow	
☐ Directory Structure/Naming Conventions	
MEET WITH MANAGER	

DEPARTMENT ORIENTATION CHECKLIST
WEEK #4 – LONG-TERM PLANS

CAREER PATH	STAFF NAME
☐ Discuss Job Description	
☐ Outline skills expectations	
☐ Discuss career path – opportunities and timeframe	
☐ Discuss eligibility requirements for promotion	
☐ Set short-term goals for 6-month initial employment period review	
☐ Establish reporting expectation (status report, verbal update, online log, etc.)	
☐ Discuss continuing education policy	
☐ Set training plan (technical, leadership, business skills, computer, etc.)	
FEEDBACK ON ORIENTATION PROGRAM	
☐ Review four-week diary	
☐ Discuss recommendations for improvements to the Orientation Plan	
☐ Meet with “buddy” to evaluate new employee’s progress	
ADMINISTRATIVE	
☐ Memberships to Professional Organizations	
☐ Review of paid time off (vacation, sick leave, holiday, Floating holiday)	
☐ Laboratory credit card, expense reports, etc.	
☐ Business cards	
MEET WITH MANAGER	