

Document: WDRS EM: Department Orientation Checklist	Document #: EM-013	Issue date: 10/01/2010	Revision #:	Revision date:
<i>This document is uncontrolled when printed. The current version is maintained on the WDRS website.</i>				

## DEPARTMENT ORIENTATION CHECKLIST WEEK #1 – WHO, WHAT, WHEN, AND WHERE?

<b>MEET WITH MANAGER</b>	<b>STAFF NAME</b>
<input type="checkbox"/> Manager greets employee at new hire orientation on first day of work.	
<b>WHO DO I NEED TO KNOW?</b>	
<input type="checkbox"/> Who are we? Overview of Fermilab and Department	
<input type="checkbox"/> Who is the Director and who is the Division Manager?	
<input type="checkbox"/> Who do I interact with in other Departments?	
<input type="checkbox"/> Who do I call if I can't come in or will be late?	
<input type="checkbox"/> Who do I call for computer problems, human resources questions , etc.	
<b>WHAT SHOULD I DO?</b>	
<input type="checkbox"/> What should I wear?	
<input type="checkbox"/> What should I do? Set up computer accounts ( <a href="http://computing.fnal.gov/xms/Services/Getting_Started">http://computing.fnal.gov/xms/Services/Getting_Started</a> ) Get to know office tools (e-mail, voice mail) <a href="http://bss.fnal.gov/telecomm/instructions-final.html">http://bss.fnal.gov/telecomm/instructions-final.html</a> Learn office security policies (ID badge, parking, vehicle sticker, etc.) Keep diary of first four weeks with comments on orientation	
<input type="checkbox"/> What if I need to make a personal call or send a personal e-mail?	
<input type="checkbox"/> What is on my computer (department standard software, virus checking software)?	
<input type="checkbox"/> What is the Company policy on Internet use?	
<input type="checkbox"/> What internet sites should I bookmark? Fermilab/Department websites Technology reference sites	
<input type="checkbox"/> What about emergencies (fire, tornado, etc.)?	
<b>WHERE IS EVERYTHING I NEED?</b>	
<input type="checkbox"/> Building Tour (restrooms, coffee station, copiers, cafeteria/vending, mail station, employee refrigerators/microwaves)	
<input type="checkbox"/> Location of Supplies and how to order non-standard supplies	
<input type="checkbox"/> Location of Library and other technical resources	

--	--

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

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

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

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

**DEPARTMENT ORIENTATION CHECKLIST**  
**WEEK #4 – LONG-TERM PLANS**

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