

Houston Community College - Department Orientation Checklist

Name (Print) _____ Service Date _____
Job Title _____ Department _____ Location _____
Supervisor's Name _____ College Telephone _____ Mail Code _____

Items to be discussed the first few days in the department: (check off items)

Attendance:

- calling in sick
- tardiness
- work hrs/work hour changes
- flexibility of starting/quitting time
- requests for time off
- leave forms
- time reporting
- attendance policy
- inclement weather

Equipment and Property Use:

- computer use, software, passwords
- telephone number and standards for voice mail/greetings
- policy for use of HCC facilities, property, equipment
- web and email

Safety and Security:

- evacuation plans and location of fire extinguishers
- keys and building/office access
- campus and office safety and security
- after-hours procedures and building hours
- first aid
- accidents and emergencies
- hazardous materials/MSDS sheets (if applicable)

Job Expectations:

- employee responsibilities
- supervisor expectations
- overview of job duties

Professionalism:

- appropriate dress
- personal phone calls and visitors
- customer service role and standards
- integrity/internal control policies
- expect full work day and professionalism
- confidentiality

Department Functions:

- who to contact when supervisor is not there
- work flowcharts, procedures and manuals
- how the employee fits into the department operation; how the department fits into HCC

Personal Concerns:

- employee emergency contact information
- breaks, lunch periods and facilities
- restroom locations
- smoking policy
- safeguarding personal belongings

Facility and Co-workers:

- meet co-workers
- facility tour
- standards of appearance for work area
- supplies
- parking permit
- ID Badge

Topics to be discussed with the employee by the second week of employment:

Compensation:

- compensation system
- overtime
- salary adjustments
- pay dates

Equipment Use:

- operation and maintenance
- long-distance calls
- photocopying (codes, machines, Copy Center)
- FAX (number, location, operation)

Department Functions:

- policies, procedures
- standards, goals, and objectives
- forms and reports
- meetings and attendance requirements
- supervisor's management style
- job responsibilities of other unit members
- vacation scheduling
- travel and mileage reimbursement
- key contacts and referral numbers

Job Expectations:

- performance evaluations and standards (PEP)
- corrective discipline and appeals process
- job training on day-to-day operations
- conflict of interest and outside employment
- accepting gifts
- teamwork

Employee Development:

- professional organizations
- professional development opportunities
- computer training
- plan for further training in job specifics

Other:

- mail
- overview of department funding and budget
- individual in charge of facility

I have received orientation and training on the items checked above. (Send completed form to ELOD Office, M.C. 1175)

Employee Signature and Date

Supervisor Signature and Date

Learning Buddy Signature and Date