

## **WELCOME ABOARD!**

### **NEW EMPLOYEE ORIENTATION CHECKLIST for EMPLOYEES**

When you first meet with your supervisor or manager and begin your new job, he or she will want to discuss many important issues with you. That person will also want to introduce you to your coworkers and acquaint you with your surroundings.

Here is a checklist of things you need to know.

- \_\_\_ Are all the forms such as tax forms, emergency contact information, identification badge requests, etc. completed?
- \_\_\_ Have you toured your work area and building?
- \_\_\_ Have you been introduced to coworkers and administrative officials?
- \_\_\_ Do you know about parking facilities, break/lunch rooms, and other related areas?
- \_\_\_ Are you familiar with emergency procedures and inclement weather policies?
- \_\_\_ Do you know how to complete your time sheet? How to request leave? When you will be paid? Judiciary Holidays?
- \_\_\_ Do you know what your probationary period is?
- \_\_\_ Have you discussed your work hours and break times? Personal use of the telephone or your cell phone?
- \_\_\_ Do you know what is considered appropriate dress?
- \_\_\_ Have you discussed the importance of ethics and confidentiality in the Judiciary?
- \_\_\_ Have you familiarized yourself with Judiciary policies, such as those concerning EEO issues, including the Americans with Disabilities Act, sexual harassment, and diversity issues?
- \_\_\_ Have you discussed your benefits? Do you have any additional questions to ask your manager or supervisor?

Be sure to check out all of the resources available to you on the  
New Employee Orientation web site.