

New Seasonal Staff Orientation Checklist

For Supervisors:

Please use the following list as a guideline to ensure that your new staff member gets suitable orientation to the Museum.

INTERVIEW INFORMATION

New employee is given:

- ☐ General job description
- ☐ Employee benefits information
- ☐ Methods on Payment information

VERBAL OFFER/CONFIRMATION INFORMATION

New employee is given:

- ☐ Parking arrangements
- ☐ Payment amount/dates (specific)
- ☐ Payroll arrangements
- ☐ Vacation accrual
- ☐ First day instructions & what to expect

DAY ONE

New employee receives information on:

- ☐ Location of office/desk
- ☐ Keys to office, desk, lab, etc. &/or where to get them
- ☐ Voice-mail, e-mail and other computer training (or schedule for these)
- ☐ Office supplies and ordering procedures
- ☐ Work hours and breaks
- ☐ Suggested attire (if applicable)
- ☐ Calling in sick/reporting absences
- ☐ Reporting structure/line of authority
- ☐ Safety regulations and procedures
- ☐ Organizational chart including list of unit employees, duties & phone numbers
- ☐ Requesting leaves
- ☐ Overtime authorization
- ☐ What work to start on/job priorities
- ☐ Other Museum related information

Make sure the employee feels like an important member of the work unit by:

- ☐ Providing a genuine welcome
- ☐ Introducing coworkers
- ☐ Introducing a buddy/mentor
- ☐ Review job responsibilities & provide job description
- ☐ Giving a tour of the Museum
- ☐ Pointing out first aid kits, exits, etc.
- ☐ Ensuring that he/she gets taken for lunch/coffee

WEEK ONE

The new employee is given information about:

- ☐ Museum procedures
- ☐ Emergency procedures
- ☐ Job related expectations
- ☐ Job responsibilities
- ☐ Name/titles of key executives
- ☐ Computer (systems training)

Once the checklist has been completed it is to be signed and dated to ensure the new employee(s) have received proper orientation.

Supervisor: I've given my new staff member the necessary information to enable him/her to make the necessary and comfortable transition into the Museum and their role.

Name

Date