

IMA/USAG-MIAMI ORIENTATION OF NEW EMPLOYEES (ONE) TOPICS (PHASE II ORIENTATION)
(Initial & date upon completion of task – to be completed within 30 days of arrival)

___ Clarify terms of employment
(Employment program/probationary period/salary)

___ Work schedules & breaks/Overtime provisions

___ Time and leave reporting/paydays/direct deposit

___ Types of leave and accrual rates

___ Requesting Leave

___ Job duties and performance expectations

___ Performance Appraisals/Performance Plans

___ Function of department/organizational chart

___ Interrelationships with other department's

___ Vehicle Registration/Decals

___ Building use and access/security

___ Departmental Safety Plan

___ Equipment use and access

___ Location of Copiers, Senders, Fax

___ Telephone use/etiquette/voicemail/directory

___ E-mail account and usage tips

___ Emergency notification information

___ Inclement weather procedures/policies

___ INFO SEC/LAN User Course

EMPLOYEE NAME/SIGNATURE _____

SUPERVISOR CERTIFICATION _____

NEW EMPLOYEE ORIENTATION CHECKLIST (Copy retained by Supervisor and Org Res Spec)

