NEW STUDENT EMPLOYEE ORIENTATION CHECKLIST

Employee Name: _____________________________   Date: ______________________

Job
_______ Responsibilities of the job
_______ Expected Results

Working Hours
_______ Scheduled Hours
_______ Attendance and late notification policy, (illness)

Pay
_______ When first paycheck will be deposited
_______ How often employee is paid
_______ Performance Evaluations and raises

Hiring and Payroll Forms
_______ Hiring Card Non-Work Study or Work Study
_______ Student Personal Information
_______ I-9
_______ W-4
_______ Workers Compensation
_______ Selective Services Statement
_______ Time Card
_______ Schedule

The University of Montana Structure
_______ The Department
_______ The specific unit and job

Introductions
_______ Co-Workers
_______ Departmental Manager
_______ People in other departments the employee will interact with

Communication
_______ Importance of Communication between employees and supervisors
_______ Orientation Manual (available in some departments)

Departmental Policies
_______ Work Flow
_______ Special Procedures
_______ Use of Telephone, computers, forms, and office equipment