

Ecumenical Ministries of Oregon  
**New Employee Orientation Checklist**

The immediate supervisor conducts the orientation for each new employee and should complete this checklist on the first day of employment. When all the items on the checklist have been completed, the immediate supervisor should sign the form and send it to the Central Office.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Extend a genuine welcome and introduce the new employee to co-workers.

Complete forms:

- W-4 (US Dept. of Revenue) – Forwarded to accounting dept. on \_\_\_\_\_ by \_\_\_\_\_
- Direct Deposit
- Insurance: Health \_\_\_\_\_ Dental \_\_\_\_\_ Life \_\_\_\_\_ (Forms to Acctg. Dept. on \_\_\_\_\_)

Review the new employee's particular job:

- Go over position description ( signed copy to Human Resources).
- Explain briefly the purpose of the job and how it relates to EMO as a whole.
- Stress the confidential nature of the work (if appropriate).
- Outline training expectations.
- Starting and quitting time.
- Lunch and break time.

Explain procedure regarding the following:

- Formal and informal performance evaluations.
  - Scheduled 90-day Performance Evaluation on \_\_\_\_\_ at \_\_\_\_\_.
- Telephone protocol.
- Personal appearance/Dress Code.
- Sexual harassment policy.
- Complaint Resolution Process.

Attendance records and reporting absences:

- Importance of timesheets being accurate.
- How and to whom to report absences.
- Importance of good attendance and punctuality.

Safety Training

- Review emergency procedures and escape routes.
- Show new employee the location of the OSHA book.
- Show new employee the location of the First Aid Kit.
- Show new employee the location of the fire extinguishers.

Schedule Program Tour (see EMO Master Calendar or Web site for first available date) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ @emoregon.org.

Employee Handbook – must be reviewed by \_\_\_\_\_.

Employee Handbook form returned to Human Resource Department \_\_\_\_\_.

This checklist was complete on \_\_\_\_\_ by \_\_\_\_\_