



Orientation at the Virginia Institute of Marine Science Checklist

Employee's Full Name: _____ Banner # _____

Department: _____ Department Contact: _____

Date of Hire: _____ Phone: _____

This checklist is to assist new employees during the transition to their departments. Orientation Liaisons and Supervisors should help new employees feel welcomed to the Virginia Institute of Marine Science.

Remember to obtain a complimentary five-day parking pass for your new hire. This will give your new employee a full work week to go to the Parking Office to purchase a permanent parking pass. These passes are also available in the Office of Human Resources (Williamsburg campus).

Please initial each item after discussing with new employee.

SECTION 1: To be completed by Orientation Liaison or Supervisor

Welcome and show employee their work area	
Provide employee complimentary five-day parking pass along with instructions on how to obtain a permanent parking pass	
Review the date/time/location of the Benefit and College Orientation that the employee should attend	
Review work hours	
Review office attire	
Discuss pay dates	
Discuss timesheets and myWM including campus-wide Emergency Phone Numbers	
Review when and who to call when absence is necessary	
Discuss lunch and breaks	
Review Holiday schedule	
Review office equipment: {Department drives, copier (codes), fax machines, telephone (long distance, department phone numbers and college directory (on-line)	
Provide organizational chart (Department/VIMS)	
Explain office procedures: mail pick-up and delivery, supplies	
Discuss communications: staff meetings, department meetings, staff digest	
Discuss training/educational opportunities: eVA, Banner, Professional Development Fund	
Discuss safety and security: emergency notification & inclement weather	
Tour of department: introduction to colleagues, location of restrooms	

SECTION 2: To be completed by Supervisor

Provide a copy of the position description	
Conduct the Employee Development Plan with 31 days of hire (for full-time employees only)	
Explain probationary period and evaluation (for full-time employees only)	
Issue keys (if required)	
Department: Specific requirements/notes (to be customized by each department)	

Completion of the checklist: (Both new employee and supervisor must sign below indicating checklist information has been completed in full).

Employee: _____
Signature Date

Supervisor: _____
Signature Date

Please return the completed checklist to the Office of Human Resources to be filed in the employee's personnel file.

"Orientation is a process, not just an event"