NEW EMPLOYEE ORIENTATION

Required

Administrator/Supervisor will cover the items listed below during the new employee's first day of hire or soon thereafter. To access the information corresponding to this checklist, see our intranet site intra.workforcelink.com under the heading " Policies – New Employee Orientation".

Human Resources Policy (New Employee should be shown how to find this policy on our intranet site)

- ❑ Appraisal System Overview- includes Appraisal Plan, salary schedule and incentive/merit increases *(Not applicable to partner hires)*
- ❑ Leave Policy *(Not applicable to partner hires, TWC)*
- ❑ Travel Policy *(Not applicable to partner hires)*
- ❑ Professional Development Policy – Training Hours requirement *(Not applicable to partner hires)*
- ❑ Quality Summary – Includes Organizational Values, Model and Board Structure
- ❑ Professional Ethics and Practices/Code of Conduct (includes Security of Personal Identity Data)
- ❑ Harassment, Abuse, and Violence in the Workplace
- ❑ Dress Code
- ❑ Use of WSCT Computer Software/Hardware, Telecommunication & Property
- ❑ Employee Emergency Contact Form (save to W:Drive)
- ❑ Alarm System/Keys
- ❑ Passwords – Maintaining confidentiality/Security Policy

I hereby acknowledge that the all of the policies listed under "Required" above were discussed with me and I have access to these policies on the organization's intranet site. I understand the information presented. This form will be maintained in Employee Personnel files.

_____

Employee Signature/ Printed Name   **Date**

_____

Supervisor Signature   **Date**

11/14/17 LRB