UW Oshkosh
New Classified & Academic Staff Orientation
Department/unit Orientation by Supervisor

In order to provide a complete orientation for new classified & academic staff employees, UW Oshkosh has implemented a two-part orientation program. This program consists of a section presented by Human Resources (see reverse side) and the following section designed to aid the supervisor in the departmental/unit orientation.

Role of Supervisor:
Following are areas you or a designated representative should review with your new staff member. While the general UW Oshkosh policy regarding these areas has been discussed with the employee, each department/unit may handle these matters in a unique manner. You should, therefore, make your policy clear to the new employee. If there is an item on the checklist which does not apply to your department/unit, indicate this by writing N/A next to the item.

Employee Name: _____

PRIORITY AREAS TO REVIEW

____ Time Cards / Leave Statements
____ Key Policy: Requesting & Returning
____ Parking
____ Access to Computer / Novell Network
____ Access to E-mail
____ Access to Kronos
____ Access to PeopleSoft

- ☐ Location of Faculty & Academic Staff Handbook (http://www.uwosh.edu/handbook)
- ☐ Human Resources web site (http://www.uwosh.edu/hr)
- ☐ Copy of UW Oshkosh Directory
- ☐ Copy of Academic Year schedule
- ☐ Location of work area
- ☐ Co-worker introductions
- ☐ Hours of work
- ☐ Break times
- ☐ Lunch break time
- ☐ Vacation request procedure
- ☐ Process for completing & turning in vacation/sick leave
- ☐ Punctuality policy
- ☐ Sick leave call-in procedure
- ☐ Job duties & responsibilities
- ☐ Appropriate dress
- ☐ Smoking policy
- ☐ Washroom locations
- ☐ Location of supply cabinet & rules involving use of supplies
- ☐ Location & use of copy & fax machines
- ☐ Overtime policy
- ☐ In-office phone procedures
- ☐ Policy on use of phone for personal calls
- ☐ Policy on personal use of campus property
- ☐ Confidentiality of certain information
- ☐ Neatness & housekeeping in work areas
- ☐ Procedures for reporting work-related accidents
- ☐ Safety rules & how to report violations & hazards
- ☐ Safety equipment & clothing required
- ☐ Evaluation procedure & frequency
- ☐ Personal emergency procedures
- ☐ Workplace emergency procedures
- ☐ Emergency exits
- ☐ Training policy
- ☐ Educational opportunity policy
- ☐ Fleet vehicle booklet
- ☐ Travel reimbursement
- ☐ Campus mail
- ☐ Document Services

Discussed with employee:

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Employee signature Date Supervisor signature