### Departmental Orientation Checklist

Items covered in HRA New Employee Orientation:

- Institution History
- Distribution of Employee Handbook
- Institutional Policies
- Benefits Package
- Safety Orientation
- Paid Time Off

<table>
<thead>
<tr>
<th>Pre-Arrival Set-Up</th>
<th>New Employee Packet</th>
<th>Equipment &amp; Etcetera</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor Ensures Availability the Entire First Day</strong></td>
<td><strong>Review Contents with Staff Member</strong></td>
<td><strong>Schedule Time to Discuss Training and/or Other Topics</strong></td>
</tr>
</tbody>
</table>

#### Administrative Process:

- Hire eDoc
- Acceptable Use Agreement
- Direct Deposit
- I-9 Form
- State and Federal Withholding Forms
- Personal Profile Form (ED) (pdf)
- TIME
- Intellectual Property

#### Prepare Work Area:

- Name Plate for Desk
- In-box and Mailbox
- Scissors
- Clean Trash Can
- Notebooks
- Calendar
- Pens/Pencils/Highlighter
- Tape Dispenser
- Stapler
- Post-its
- Order Business Cards
- Jaguar Spirit Item

#### Communicate to Department:

- Schedule Department Tour
- Assign Mentor (if applicable)
- Announce Arrival via Publication or E-Mail
- Schedule lunch for day one
- Schedule necessary training

#### Telephone:

- Pass Code & Authorizations
- Voice Mail & UMS (if applicable)
- Department/Campus Phone Numbers
- Indianapolis Phone Books

#### Technology:

- New to Technology at IU?
- Passwords
- Workstation
- E-Mail (Outlook and Exchange)
- Printer Path
- University systems, (Onestart, HRMS, FIS, EPIC, etc.) as applicable
- University issued equipment, including pager, cell phone, laptop
- Copier
- Fax Machines
- Websites

#### Etcetera:

- Department Identification
- Post Office
- Campus Design, Print, and Mail
- Stairs, Elevators, Break Rooms
- Credit Unions and ATMs
- Eating Establishments
- Bookstores
- IU Notify & Emergency Action Plans
- Employee Services and Perks