

**MINNESOTA STATE UNIVERSITY, MANKATO
EMPLOYEE DEPARTMENT / DIVISION ORIENTATION**

Employee Name: _____ Date: _____

Department: _____ Supervisor: _____

The following orientation items have been reviewed with and understood by the employee.	COMPLETED (Employee & Supervisor)	COMMENTS
1. Introduction of other employees, Department tour, restrooms, fire alarms, first aid, supplies, equipment		
2. Review position description		
3. Explanation of job procedures, duties and responsibilities		
4. Work schedule identifying number of and which hours to be worked each day		
5. Job standards and production/ service levels		
6. Performance appraisals and criteria to be used when evaluated		
7. Department contacts for questions and problems		
8. Development plan completed for 1st year and staff development / workshop opportunities		
9. Safety precautions and issues, accident prevention and fire		
10. Work unit rules, expectations, regulations, and policies, location and availability of Procedures Manual and Employee Handbook		
11. Brief overview of the Division goals and departmental organizational structure		
12. Identification of each department customer group including other University departments, faculty, staff and students		
13. Department/Unit functions & how department/unit relates to other University function		
14. Activate Star ID to access e-mail and systems		
15. Obtain MavCard & Keys (cover any related procedures)		

Please have supervisors in charge of orientation and the new employee initial and date each item in the box provided. Return this form to Human Resources, WA 336, upon completion.