



Employee Name	Start Date
Job Title	Completion Date
Supervisor	Shop #

Welcome New Employee

Complete Payroll Paperwork

Department / Position Orientation. Discuss and Review Each with Employee

Campus Map

FS Temporary Employee Information Handout (obtain signed receipt for employee file)

Appointment and Contact Information (complete handout)

General Conditions

Policies and Procedures

Health and Safety

General Information

Performance Expectations

Driver's License (check license and photocopy, if required for position) _____ *review policy*

Complete UW vehicle authorization form and provide to employee, as needed

Safety Orientation

■ Complete New Employee Safety Orientation and give to employee (provided in Safety Manual)

■ Complete New Employee Safety Orientation Supervisor Checklist – save completed checklist in employee file

Training Orientation

■ Review required training with employee (may obtain list from Organization Relations, as needed). [Note: Safety training requirements are the same as for permanent staff, based on job classification.]

Assign the Following (as appropriate)

Keys _____ *review policy*

Tools/ Equipment _____ *review policy*

Photo Identification _____ *review policy*

Questions and Answers

Tour and Introductions

For questions about this form contact Organization Relations, Box 352215