Williams College
Office of Human Resources
Employee Orientation Checklist

EMPLOYEE ___________________________ START DATE ___________________
TITLE ____________________________ DEPARTMENT __________________

This checklist is intended to facilitate the orientation of your new employee. Upon completion, the signed copy will go in the employee's personnel file. If your employee has been transferred or promoted from within the College or your department, many of the items listed may not be applicable. Please use your best judgment as to the completion of these events.

(S) = Indicates a primary supervisory responsibility.
(E) = Indicates an employee responsibility.

By End of 1st Day
☐ Personally welcome the employee and introduce co-workers. (S)
☐ Orient the employee to work space. (S)
☐ Assign a co-worker as a resource in addition to you the supervisor. (S)
☐ Provide a tour of the department, including restrooms and "kitchen". (S)
☐ Meet with the employee to discuss the following (S):
  • initial orientation in Human Resources...date, time, how to get there, if applicable
  • overview of department, role, purpose, structure within Williams; relationship with other departments and how they interrelate with your department
  • job description (provide a copy), initial discussion of duties and responsibilities
  • first job assignment
  • job-related departmental procedures:
    • hours of work. If there are different work schedules for exempt and non-exempt employees due to the nature of their jobs, explain this clearly and up-front.
    • pay practices
    • purpose of and procedures for use of sick leave, vacation and personal leave
    • time cards or time reports
    • breaks
    • attendance
    • meal periods
    • phones
    • office protocol, ex. Staff meeting schedule
  • applicable health and safety issues

(over)
Employee Orientation Checklist (cont'd)

☐ Someone/s in the department takes the employee to lunch. (S)

☐ At the end of the day, meet with the employee to review the day and to answer questions. (S)

**By End of 3rd Day**

☐ If applicable, employee attends the initial Williams Orientation Program in Human Resources to complete payroll forms, learns about Williams campus-wide policies and procedures, receives initial benefit information, gets ID card, car registration, and Hepatitis B information. (E)

**By End of 1st Week**

☐ Schedule initial computer training, if applicable. (S)

☐ Continue introducing College and departmental policies; discuss organizational chart, if applicable. (S)

**By End of 2nd Week**

☐ Discuss job description in more detail and performance evaluation procedures. Continue articulating goals and performance expectations. Goals should be specific, measurable, ambitious, attainable, relevant and time-bound. (S)

☐ Take the employee to other key departments to provide introductions. (S)

☐ Meet with employee to review progress. (S + E)

**By End of 4th Week**

☐ Meet to discuss progress and answer questions. (S + E)

**By End of 8th Week**

☐ Meet with employee: evaluate progress, set objectives for improvement, answer questions. (S + E)

**At End of 6th Month**

☐ Meet with employee: evaluate performance, set new performance goals, determine growth areas. These may be narrow or broad, depending on employee, position, and departmental goals.

**Within first year**

☐ Employee attends Williams Orientation Program coordinated by the Office of Human Resources. (S) Date: ________________ Time: ________________

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Employee's signature          Date

Supervisor’s signature         Date

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*When completed, sign and date this checklist and send it to the Office of Human Resources*