LEARN ABOUT YOUR NEW WORKPLACE

Some employers provide a formal orientation on the first day of work to help their employees get used to the workplace. Other employers have a more casual system. If your workplace doesn’t provide an orientation, use this checklist to review the essentials. If you don’t know the answers, ask your co-workers.

**Orientation checklist**

1) Important contact information:

- Supervisor’s name and title: ________________________________
- Supervisor’s phone and email: ________________________________
- Courtesy rules (e.g. use of first name(s), etc.): ________________________________

2) Your hours of work, including:

- Start and end times/flex time/public holidays ________________________________
- Coffee and lunch break policies ________________________________
- Overtime policies and procedures ________________________________
- Who to contact if you will be late or absent ________________________________
- Policies on doctor’s and other appointments ________________________________

3) Your surroundings including introductions to co-workers, and the locations of:

- Your workstation/desk ________________________________
- Restrooms ________________________________
- Eating and coffee areas (are you allowed to eat and drink at your desk?) ________________________________
- Your office address, mailing address, phone number, email address ________________________________
- Bulletin boards/notice services/access to appropriate listservs ________________________________
- Reference materials, libraries and manuals that you are allowed to use ________________________________
- Employee access to building (times, keys, etc.) ________________________________
- Parking facilities for your car or bicycle/bus routes ________________________________
4) Health and safety procedures:
- Which equipment you must or may use
- Handling/disposal of hazardous materials
- How to report accidents
- Location of first aid kit, emergency shower, fire extinguishers
- Identity of workplace first aid attendants
- Emergency procedures, emergency exits

5) Workplace policies and procedures:
- Confidentiality
- Who can you ask for information?

6) Phone policies such as:
- Are personal calls permitted (even when on breaks?)
- Long distance calls
- The appropriate greeting when answering the phone
- If and how you should answer other phones in the office

7) Technical and support services:
- What support you can expect and from whom
- What you are expected to do yourself
- How to request assistance
- How to get office or lab supplies
- If equipment and tools are shared

8) Computer issues:
- Your passwords for email and other programs
- Which software and hardware is available for your use
- Does the office use scheduling software?
- Is it permitted to check personal email from work?

9) General procedures:
- Which forms you must complete
- Which associations you might join
- Upcoming social events, teams, etc.