

## LEARN ABOUT YOUR NEW WORKPLACE

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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.

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### 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. \_\_\_\_\_