

## **Orientation Checklist**

Center:		
Name of Employee:	Da	te Employed:
Position:	Supervisor:	
The following items are to be discussed with the new employee.	mployee. Check off each subject after	it has been covered with the new
Introduction to Co Workers		
Purpose of the Center	P	ERSONNEL FILE
Staff Handbook		
Job Duties & Responsibilities		Application (W/SS #)
Overview of Head Start & Inter-Component Coope		ll Exam Report
PERSONNEL POLICIES		
Hours of Work & Break Periods	H.S. Di	oloma (G.E.D.)
<ul> <li>Payroll System (including signed W4s)</li> </ul>		ipt/Teaching Certificate
Performance Evaluations & Career Development		of Reference (3)
Employee Benefits	Evaluat	
☐ Holidays		ment Record
☐ Sick Leave		evelopment Record
Absenteeism, Tardiness & Personal Conduct	I-9 (Imn	nigration)
Supervisor Availability to Answer Questions & Help with Problems		ed Reporter bund Inquiry
	Supplies Issues to Employees Keys:	
The items listed above have been discussed with me by the Supervisor:	, ,	
O	her:	
Signed		
Re	ceipt Acknowledged:	
Date		

Employee Signature

Signature Date