



DIocese OF MANCHESTER
NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Name _____ Date of Employment _____
Job Title _____ Department _____
Dept Head _____ Secretariat _____

(To be completed by Department)

Compensation

_____ Job title and rate of pay
_____ Payment of overtime
_____ Pay increases, performance review system
_____ Travel and expense arrangements

Tour of Diocesan Administration Building

_____ Location of work area
_____ Introduction to other employees
_____ Location of restrooms, storage for personal belongings, procedure for lunch, breaks
_____ Location of cafeteria and local eating places
_____ Location of bulletin boards

Work Hours

_____ Start and stop times
_____ Time report procedures
_____ Lunch period
_____ Break period(s)

Rules

_____ Proper method for answering telephones, addressing clergy and religious
_____ Personal calls
_____ Smoking, eating at workstation, responsibility for good housekeeping
_____ Personal appearance and dress
_____ Punctuality, attendance
_____ Reporting when absent or delayed
_____ Parking
_____ Entrance to Diocesan Administrative Building (on and off hours)
_____ Other _____

Operations

- _____ General operating procedures
- _____ Job duties and responsibilities
- _____ How department integrates with the organization
- _____ How job/position integrates with departmental and organizational procedures
- _____ Why the job is important
- _____ Conduct and performance standards
- _____ How work is scheduled

Safety and Health

- _____ Importance of safety on the job
- _____ Safety is everyone's job/safety responsibilities
- _____ Reporting safety hazards
- _____ Reporting work-related injuries/illnesses

Initial Training

- _____ Where and when
- _____ Training agenda or schedule
- _____ Performance benchmarks, quantity and quality standards

Where to Get Information and Assistance

- _____ Within the department
- _____ Other departments

Security and Emergency Procedures

- _____ Opening and closing procedures
- _____ Special security procedures
- _____ Location of exits
- _____ Location of fire extinguishers
- _____ Location of first aid kits
- _____ Procedures in case of fire
- _____ Emergency shutdown of facilities
- _____ Procedure in case of inclement weather

Diocesan Property

- _____ Keys (See Personnel or Administration)
- _____ Credit cards, if applicable
- _____ Computers (See Dir. Information Services)
- _____ Other property _____

Communications

- _____ Introduction to Bishops, Cabinet Secretaries
- _____ Manuals, literature, reading material
- _____ First day lunch companion

Orientation completed by:

Name Date

Name Date

My signature below indicates that the items noted above have been covered with me during my new employee orientation.

Signature of New Employee Date

Please return to Personnel Department when completed