

**NEW EMPLOYEE ORIENTATION CHECKLIST**  
***For Adjunct Faculty***  
**SUPERVISOR/DEPARTMENT**

**Instructions:** This form is to be completed by the supervisor or department representative together with the new employee. Place a check in the box after each item has been completed. **If a particular item does not apply to this position, write N/A to the left of the box.** This form should be completed, signed by both the employee and the supervisor, and sent to the Human Resource Office within thirty (30) days after the first day of employment. It will be placed in the employee's personnel file.

**EMPLOYEE NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **DEPT.** \_\_\_\_\_

**CAMPUS ADDRESS:** \_\_\_\_\_

- Discuss job position and duties
- Discuss expected results and desired outcomes of job
- Discuss parking policy and process to purchase a parking permit
- List of resource people
- Discuss office hours
- Discuss core components and learner outcomes
- Discuss procedure in the event of illness or other absence - (Notify supervisor or Vice Chancellor of Academic Affairs)
- Location of copy machine/PIN number/fax and other important equipment
- Policy on confidentiality of student/employee information
- Assign keys, if needed
- Arrange to make equipment and materials (tools, computer, manuals, etc.) available
- Discuss UMC Bulletin, calendar events, and important dates
- Contact Computer services to assign e-mail address: \_\_\_\_\_
- Contact Computer services to put employee on e-mail distribution list
- Contact Toby to assign Telephone number \_\_\_\_\_
- Contact Toby put employee on telephone distribution list
- Explain campus telephone system
- Copy of current class schedule of classes
- Arrange opportunity to visit classroom and office location
- Map of UMC campus
- Other (Specify) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**I verify that everything checked on this sheet has been completed.**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor or Dept. Head Signature*

\_\_\_\_\_  
*Date*