

# New Employee Orientation

## Checklist (days 2 – 30)

Your Name: \_\_\_\_\_

Your Start Date: \_\_\_\_\_

This checklist will take you through everything necessary to get you started at Jefferson Lab in your first month. Your orientation actually started before your first day and will continue after initial orientation with Human Resources. The information you will receive and the tasks you'll complete today will start you on the road to being a productive, contributing team member, and ease your adjustment to our culture and work environment. If you have any questions about the process, contact your Employment Consultant, either Yvonne Cutler x7128 or Nina Farrish x7068.

After today, your orientation will be in the hands of your immediate supervisor. He or she has been given a great deal of responsibility by the Lab and will be one of the most important elements in your success as a member of our staff. Meet with your supervisor regularly to discuss completion of this checklist, and continue that practice after it's completed to discuss your work expectations, performance, developmental needs, and anything else that could affect you, your group or team, or the Lab as a whole.

<b>DISCUSS THESE ITEMS WITH YOUR SUPERVISOR</b>	<b>DATE</b>
Your job description	
Your work objectives and his/her expectations for the coming year	
Any job-specific safety issues, location of PPE, etc.	
Security (property management, computer security, intellectual property)	
How to obtain parts, supplies, and equipment	
What project(s) to charge your time against in your electronic time sheet	
Setting up your email client and JLab Calendar on your computer	
Arranging a meeting with your division or office head	
What is in your Skill Requirements List (SRL) and how to take or register for the required training	
Any division or group policies and procedures on work times, shifts, etc	
Meeting other people or groups with whom you will work	

**Enter the dates you had these discussions and retain this checklist so you can give it to your Employment Consultant when she contacts you in 30 days**