



WEST INDIES SCHOOL OF THEOLOGY  
NEW EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE NAME		POSITION	DEPARTMENT
DIRECT REPORT	TYPE OF APPOINTMENT	EMPLOYMENT START DATE	ORIENTATION START DATE

SECTION 1: GENERAL ORIENTATION

Subject	Completed By (Initial)	Employee	Date	Comments
<b>INTRODUCTION</b>				
<b>Organizational background:</b> - History, mission, vision and key objectives				
<b>Organizational structure and functions</b>				
<b>Overview of department and roles</b> - (Including how employee fits into the organization)				
<b>Physical Layout</b>				
- <i>Tour of work area/office</i>				
- <i>Location of rest rooms; lunch facilities</i>				
- <i>Location of emergency exits, emergency procedures</i>				
- <i>Copier, fax, printer, other shared office equipment</i>				
- <i>Storage closet, cleaning supplies, tools and equipment</i>				
- <i>Supplies, mail</i>				
- <i>Parking</i>				
<b>Introduction to staff</b>				
<b>Review of employment terms and conditions</b>				
- <i>Building hours, work hours, lunch and breaks</i>				
- <i>Overtime and compensatory leave</i>				
- <i>Reporting illness or emergency</i>				

