

On-the-Job Orientation Checklist

Orientation Item	Date Complete
Department structure	
Job description and expectations	
Dress Code requirements	
Departmental policies and procedures	
Department customer service expectations	
Department Emergency Action Plan	
Location of restrooms, break room, etc.	
Mail distribution	
Location of bulletin board containing required posters (EEO, OSHA Right to Know, FMLA) and job postings	
Location of office supplies	
Office and entry door keys, office access if area alarmed	
Operation of phone system and setting voice mail greetings	
Phone etiquette	
Leave request procedure	
Time sheet/leave report requirements and approval process	
Work schedule, overtime approval , lunch and break times	
Complete Conflict of Interest form	
Computer use	
Department contact for computer problems	
Log on and off procedures	
Locking computer	
Automatic updates	
Password changing and sharing	
Access to University systems such Banner, Cognos, PeopleAdmin, etc.	
Accessing Outlook Exchange if applicable	
VPN and remote access policies	
NMSU Policy Manual	
1.20 - Gender Equity Policy and Statement of Principles	
2.35.1.1 - General Policies (Information and Communication Technologies)	
2.35.1.2 - Security Policies	
3.20.27 - Conflicts of Interest	
3.20.28 - Conflicts of Commitment	
3.20.32 - Nepotism	
3.20.35 - Participation in Committees	
3.20.36 - Requests Made to Subordinates	

Center for Learning and Professional Development
New Employee Orientation
On-the-Job Orientation Checklist

Orientation Item	Date Complete
3.22 - Conflicts of Interest Arising from Consensual Relationships	
3.25 – Discrimination, Harassment and Sexual Misconduct on Campus	
3.30 - Disability Accommodation	
3.40 - Drug-Free Workplace	
3.50 - Firearms	
3.65 - Protection of Sensitive Information	
3.75 - Non-Work Related Use of University Resources	
3.99 - Prohibition of Hazing and Hostile Misconduct	
4.05.11 - Appeals/Grievances – Non-Discrimination-Based Staff, Applicable to all Regular Non-Probation Employees	
8.50 - Performance Evaluation/Probationary Period	
Business Procedures Manual	
5B - Payroll	
5C - Travel	
Safety Policies and Procedures	
Environmental Health & Safety Policy	
<ul style="list-style-type: none"> • Safety Policies <ul style="list-style-type: none"> ➤ Personnel & Related Policies • Employee Handbook <ul style="list-style-type: none"> ➤ Employee Safety Handbook 	
Training and Development	
Employee Safety & Hazard Communication (Right to Know)	
Defensive Driving Course (needed to operate an NMSU vehicle)	
Computer and Data Security	
Preventing Harassment in the Academic and Workplace Setting	
Customer Service Starts and Ends with YOU!	