SICSA DATACENTER
NEW EMPLOYEE ORIENTATION CHECKLIST

Employee's Name:	**ID#:**
Job Title:	**Date of Hire:**

The information checked below has been given or explained to the employee by the Datacenter Manager or Supervisor

COMPENSATION AND BENEFITS			
	Time sheet/card		Performance Evaluations
	Payroll Procedures		Sick Benefits—Limitations, etc.
	Absences/Tardiness		Leaves of Absence
	Holidays		Vacations
GENERAL			
	Mission Statement		Ethics Statement
	Employee Handbook/Labor		Introduction to Security Guards
	Agreement/Rules Booklet		ID Card
	Disciplinary Procedures		Parking Facilities
	Dress Code/Safety Requirements		Safety Booklet
	Complaints, Discrimination		First Aid/Reporting Injuries
	Grievance Procedures		Bulletin Board/Company Newsletter

The following is a checklist of information necessary to orient the new employee to the job as well as the Datacenter and company (MHD). Please check off each point as you discuss it with the employee.

RECEIVE THE NEW EMPLOYEE	
	Review a copy of the employee's application. Be familiar with the employee's experience, training and education.
	Review the job description with the employee, including the duties, responsibilities, and working relationships.
	Explain the total organization and how the employee fits in.
	Find out the employee's career goals and objectives. Relate them to the goals and objectives of their position and the department.
	Confirm that the employee has a copy of the Employee Handbook. Set aside at least two hours in the first week for the employee to read the Employee Handbook and to understand it.
WELCOME THE NEW EMPLOYEE	
	Introduce the new employee to his/her co-workers.
	Indicate to each co-worker what the new employee's position will be.
	Explain the functions of each person to the new employee as you introduce them.
	Show the new employee around:
	Tour the Datacenter
	Explain where the lavatories, coffee and/or break areas and the parking facilities are located.
	Explain the various departments within the organization and their interrelationship.
	Set a time and date, within one week, to cover any questions or concerns of the new employee and check on progress.
INTRODUCE THE NEW EMPLOYEE	
	Insure the new employee's work area, equipment, tools and supplies are prepared and available.
	Have the employee sign for any tools, equipment, etc. provided by the company.
	Explain the levels of supervision within the Datacenter.
	Provide the new employee with the necessary or required training.
Explain the use of:	
	Telephone / Mail Procedures
	Email / Supply Procedures
	Copy Machine / Company Vehicle
	Explain the hours of work, overtime procedures, call-in procedures.
	Explain the Company's Competitive Advantage
	Explain the Company's products and services.
	Explain company customers, clients, vendors, and competitors.

Signature of Datacenter Manager _____ Title _____

Department _____ Date _____