

Departmental Checklist For New Employees & Transfers

Conducted by the Employee's Supervisor
Revised 8/2021

Employee Name: _____ Working Title: _____
Department: _____ Supervisor Name: _____
Appointment Type: _____ Hire/Transfer Date: _____

Instructions

This checklist is provided as a guide to assist supervisors in acquainting the new employee/transfer with the department and Radford University. It is intended to provide information on the Department and Building –

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Parking – Indicate parking facilities for work area

- Equipment – Explain use, location and how to obtain supplies; explain restrictions on equipment and usage for personal reasons.
- Telephone – Explain how the telephone should be answered and any restrictions on use of the telephone.
- Informal departmental activities – Include office functions gatherings, etc.
- Travel (if applicable) - Explain nature, frequency and how plans are made.

II – Work Schedule

- Work Days / Hours of Work – Specify days, starting and quitting times and shift schedule. Explain any exceptions and reasons for them.
- Essential Personnel – Discuss if the position is considered essential along with work reporting requirements
- Overtime – Discuss exempt/non-exempt status under FLSA; authorization required for overtime and probability for scheduling.
- Meal periods and breaks – uTs e,c -0.018 Tw 45.6018 Tw [(M)23.55.65556(k)]TJ 0.005 14 Tw ()Tj -.036 Tw Tw (aniTw 15.000.e)Tj -0.036

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