## Sample New Employee Orientation

**Standard 6.F.1.**

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION</th>
<th></th>
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<tbody>
<tr>
<td>Name:</td>
<td>Start date:</td>
</tr>
<tr>
<td>Position:</td>
<td>Manager:</td>
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### FIRST DAY

- [ ] Provide employee with New Employee Handbook.
- [ ] Assign "buddy" employee(s) to answer general questions.

### POLICIES

- [ ] Review key policies:
  - Anti-harassment, anti-discrimination
  - Vacation and sick leave
  - FMLA/leaves of absence
  - Holidays
  - Time and leave reporting
  - Overtime
  - Performance reviews
  - Personal conduct standards
  - Progressive disciplinary actions
  - Security/visitors
  - Confidentiality
  - Safety/emergency procedures
  - E-mail and internet use
  - Dress code

### ADMINISTRATIVE PROCEDURES

- [ ] Review general administrative procedures:
  - Office/desk/work station
  - IT requests
  - Mail (incoming and outgoing)
  - Shipping (FedEx, DHL, and UPS)
  - Business cards
  - Purchase requests
  - Telephones
  - Keys, building access cards
  - Conference rooms
  - Picture ID badges
  - Expense reports
  - Office supplies
  - Confidential file storage

### ADMINISTRATIVE FORMS

- [ ] Process administrative forms:
  - Signed conflict of interest policy
  - Signed statement of confidentiality
  - Payroll
  - Health, life, disability insurances
  - Retirement plans
  - W2, I9

### INTRODUCTIONS AND TOURS

- [ ] Give introductions to department staff and key personnel during tour.

- [ ] Tour of facility, including:
  - Restrooms
  - Mail rooms
  - Copy centers
  - Fax machines
  - Bulletin board
  - Parking
  - Printers
  - Office supplies
  - Kitchen
  - Coffee/vending machines
  - Emergency exits and supplies

### COMPUTERS

- [ ] Hardware and software reviews, including:
  - E-mail
  - Intranet
  - Microsoft Office
  - Data on shared drives
  - Databases
  - Internet

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Credits: Texas CASA Growth Planning Toolkit
<table>
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<th>POSITION INFORMATION</th>
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<tbody>
<tr>
<td>• Introductions to team.</td>
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<tr>
<td>• Review initial job assignments and training plans.</td>
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<tr>
<td>• Review job description and performance expectations and standards.</td>
</tr>
<tr>
<td>• Review job schedule and hours.</td>
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<tr>
<td>• Review payroll timing, time cards (if applicable), and policies and procedures.</td>
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<tr>
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<tbody>
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<tr>
<td>• Demographics of Communities and Children Served</td>
</tr>
<tr>
<td>• Volunteer-Centered Organization</td>
</tr>
<tr>
<td>• Schedule for pre-service training</td>
</tr>
<tr>
<td>• Lines of accountability and authority</td>
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<tr>
<td>• Relationship with the Courts</td>
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<tr>
<td>• Relationship with CPS</td>
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