

WHITMAN COUNTY NEW EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE'S NAME: _____ POSITION: _____

DEPARTMENT: _____ DATE OF HIRE: _____

	YES	N/A
1. Evaluation period	_____	_____
2. Location of County Personnel Policy	_____	_____
3. Pay period and salary	_____	_____
4. Step increase (performance and next step date)	_____	_____
5. Overtime policy (Exempt, Non-exempt)	_____	_____
6. Holidays (Floating Holiday)	_____	_____
7. Sick Leave and Annual Leave eligibility (leave without pay)	_____	_____
8. Medical plans (effective date, COBRA, open enrollment, waiver, Dropping/adding dependents)	_____	_____
9. Retirement (mandatory, withdrawn at termination)	_____	_____
10. Safety (accident reporting, Harassment, WVPP, Hazardous Comm.)	_____	_____
11. Deadlines Dates (medical, retirement, Security Checklist, Other)	_____	_____
12. ID Card Photo	_____	_____
13. Mentoring Program (Elected Official/Department Head)	_____	_____
14. Nims Training (Elected Official/Department Head)	_____	_____

Employee

Human Resources Department

Date: _____

Date: _____