

NEW EMPLOYEE ORIENTATION

30-Day Evaluation

Upon completion of the New Employee Orientation and your first 30 days with Reclamation, the new employee should complete this form. This will assist us in providing better orientation for new employees. It should be signed by both the new employee and his/her supervisor.

Employee Name: _____ Supervisor: _____

Duty Station: _____ Organization Code: _____

Employee Position, Title and Grade: _____

Pre-employment Orientation

1. Were you provided with adequate information before you reported to work; i.e., directions to the office, a survival kit, and your supervisor's/sponsor's name and phone number?

2. Do you have any recommendations that would help new employees before reporting for duty?

Human Resources Office and/or Worksite Orientation

1. Comment on this phase of your orientation.

2. Identify information needed but not received, and/or material received but not clearly explained.

New Employee Orientation Notebook

1. What is your opinion of the notebook?

2. Identify additional material you feel should be included or deleted.

3. Which material did you find especially helpful?

In General

1. Do you have any suggestions on how we can make the transition to Reclamation an easier one?

2. Are there any additional services or programs we can provide?

Employee Signature

Supervisor Signature

Date

Date