**BUREAU OF RECLAMATION ORIENTATION CHECKLIST**  
*Human Resources and Supervisor*  
(Complete and return to local Human Resources Office)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance on Duty Date:</td>
<td></td>
</tr>
<tr>
<td>Organizational Unit:</td>
<td></td>
</tr>
<tr>
<td>Title, Series, Grade:</td>
<td></td>
</tr>
</tbody>
</table>

### HUMAN RESOURCES OFFICE
- Provide Employee Survival Kit
- Provide New Employee Orientation Notebook
- Type of Appointment
  - Career
  - Career - Conditional - 3 years
  - Excepted
  - Temporary/Term
- In Processing Forms Completed
- Ensure that ID is Issued
- Leave Accrual (Annual, Sick, LWOP, credit, etc.)
- Pay Periods and Holidays
- Payroll Information
  - Current Salary Table
  - Leave and Earnings Statement
  - Direct Deposit Requirement
  - WGI/Pay Adjustments
- Background Investigation (if applicable)
- Employee Express
- Employee Benefits
  - Health Insurance
  - Life Insurance
  - Thrift Savings Plan
  - Retirement/Social Security (Deposit/Redeposit/Post 56 Military)
- Emergency Notification
- Employee Development/Training/Awards
- Ethics
- Employee/Labor Relations

### SUPERVISOR  
(Prior to EOD)
- Assign Sponsor
- Work Space is Clean and Organized
- Equipment is Working Properly

(Upon EOD)
- Arrange for Employee Computer Passwords
- Inform Mailroom of Employee Name/Mail Code
- Arrange for Building and Office Keys
- Personally Greet New Employee
- Ensure Introduce of Employee to Co-Workers
- Conduct a Tour of the Workplace, Various Office Buildings
- Performance Standards (within 30 days)
- Position Description
- Hours of Duty/Lunch Periods/Breaks
- Local Office Leave Policy
- Safety Issues/Procedures
- Security Issues/Procedures
- Use of Government Vehicles/Equipment/Credit Cards
- Office Travel Procedures
- Refer Employee to Intranet for BOR Information and/or Employee Handbook

WE AGREE THAT ALL OF THE ABOVE ITEMS HAVE BEEN COMPLETED AND/OR DISCUSSED:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
<th>Human Resources Rep</th>
<th>Date</th>
<th>Supervisor</th>
<th>Date</th>
</tr>
</thead>
</table>

(127) 11/14/00  
NEW RELEASE  
Page B1
Reclamation Manual
Directives and Standards

INFORMATION PROVIDED TO EMPLOYEE, VIA INTRANET AND/OR ORIENTATION NOTEBOOK
(To be completed and returned to the Human Resource Office within 1 week of hire date)

Items to be read by Employee:

♦ Welcome to Reclamation
♦ Organization Charts
♦ Mission Statements
♦ Type of Appointment
♦ Computer Security and Use of Computer/Internet
♦ Probationary and Trial Periods
♦ Within Grade Increases/Merit Promotions
♦ Work Schedules
♦ Leave
♦ Health and Life Insurance
♦ Thrift Savings Plan
♦ Retirement
♦ Payroll Deductions
♦ Training
♦ Performance Management System
♦ Awards
♦ Safety Program/On-the-Job Injury/"when injured at work"
♦ Standards of Ethical Conduct
♦ Appeals & Grievances
♦ Equal Employment Opportunity
♦ Employee Assistance Program
♦ Wellness Program
♦ Credit Union
♦ Labor Organizations/Unions

I AGREE THAT I HAVE BEEN PROVIDED ACCESS TO THE ABOVE INFORMATION

Employee Signature                  Date