BUREAU OF RECLAMATION ORIENTATION CHECKLIST

Sponsor

(Complete and return to local Human Resources Office)

Name: 

Supervisor: 

Entrance on Duty Date: 

Organizational Unit: 

Title, Series, Grade: 


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SPONSOR

Pre-Arrival Activities

_____ Initial Contact Made

_____ Inquire about Arrival Date/Travel Arrangements

_____ Provide New Employee with your Pertinent Information

_____ Obtain Information about New Employee (and Family)

_____ Write Initial Sponsor Letter

_____ Maintain Frequent Contact with New Employee During Final Week Prior to Arrival

_____ Make Arrangements to Meet New Employee Upon His/Her Arrival


Arrival Activities

_____ Personally Meet New Employee (and Family)

_____ Discuss In Processing Requirements

_____ Introduce New Employee to Coworkers

_____ Share Informal Rules With New Employee

_____ Provide Office Directories

_____ Demonstrate How to Use Telephone System and Other Office Equipment

_____ Ensure That Employee Knows How to Fill Out Time and Attendance Record


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Post-Arrival Activities

_____ Visit New Employee at His/Her Job Location

_____ Continue to Lend Support and Friendship if Needed

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

Sponsor Signature ___________________________ Date ___________________________