

Division of Administration  
Section Induction Checklist

Employee Name		Civil Service Title		Agency	
ADVISOR'S INITIALS	EMPLOYEE ADVISED	DATE	ADVISOR'S INITIALS	EMPLOYEE GIVEN	DATE
	Specific Duties of Position			Position description (SF-3)	
	Nature of Appointment			Parking stickler (if applicable)	
	Office Hours, Lunch Time, Break Time			Division of Administration Policy Manual	
	Pay Days			Division of Administration Personnel Manual	
	Promotion policy and possibilities for advancement			Section Policy Manual	
	Leave - annual, sick, other			Special materials related to employee's work	
	Prohibited activities			Operations Manual/Procedure Manual	
	Organizational and functional structure of unit			Door key, room number _____	
	Employee's position in section			Access card	
	Employee introduced to supervisor & co-workers			Car keys, vehicle number _____	
	General lay-out of office and emergency exit route			Driving authorization form	
	Location of wash rooms, water fountains, eating facilities, etc				
	Parking restrictions				
	Work space and equipment assigned to employee			<b>Employee Shown</b>	
	Where personnel policy manual is located			Video concerning performance planning & review process (employee and/or supervisor version)	
	Grievance procedure				
	Location of bulletin board				
	Performance planning & review session within 30 days				
	Location of employee assistance program brochures				
	Availability of training through CPTP & other sources				
	To whom to report on-the-job injuries & near misses				
	available credit cards				

*I fully understand the above benefits and requirements which have been explained to me, in my section.*

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date