FIRST DAY ON THE JOB

COMPLETED

☐ 1. ISSUE KEYS, SIGN KEY REQUEST
☐ 2. ISSUE PAGER AND PAGER NUMBER
☐ 3. ASSIGN MAIL BOX
☐ 4. ASSIGN AREAS
☐ 5. ORDER UNIFORMS
☐ 6. SAFE DRIVING TEST
☐ 7. HAZ-MAT ORIENTATION
☐ 8. INTRODUCTION TO DEPARTMENT EMPLOYEES AND SUPPORTING STAFF
☐ 9. MAKE SURE PAPER WORK IS COMPLETED WITH HUMAN RESOURCES OFFICE

EMPLOYEE SIGNATURE: ___________________________ DATE: ___________
SECOND DAY ON THE JOB

COMPLETED

☐ 1. GIVE EMPLOYEE A CAMPUS TOUR
☐ 2. EXPLAIN PROCESS OF CHAIN OF COMMAND
☐ 3. EXPLAIN SAFETY REGULATIONS AND REQUIREMENTS
☐ 4. EXPLAIN THE EMPLOYEE’S REQUIREMENTS FOR THE FIRST THIRTY DAYS
☐ 5. CAMPUS SERVICES ORIENTATION HANDBOOK
☐ 6. STARTS PERFORMING DUTIES

DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

THIRD DAY ON THE JOB

COMPLETED
1. EMPLOYEE TRAINING AS DESIGNATED BY SUPERVISOR
   (FOUR PAGE NEW HIRE TRAINING CHECK LIST)

2. EXPLAIN POSITION HIRED FOR AND IT’S DUTIES  EXPLAIN JOB DESCRIPTION TO EMPLOYEE

3. EMPLOYEE TO PICK UP ACTIVITY CARD

FOURTH DAY ON THE JOB

COMPLETED

1. DISCUSS AREA SCHEDULED WITH EMPLOYEE

DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: ____________________________ DATE: __________

FIFTH DAY ON THE JOB

COMPLETED

1. FORK LIFT TRAINING

2. AERIAL LIFT TRAINING
DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: ___________________________ DATE: __________

THIRTY DAY EVALUATION

YES NO
☐ ☐ 1. KNOWLEDGE OF CHEMICAL COMMAND CENTER IN EMPLOYEE’S ASSIGNED AREA(S)
☐ ☐ 2. KNOWLEDGE OF CHAIN OF COMMAND
☐ ☐ 3. KNOWLEDGE OF MOST OF THE NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS
☐ ☐ 4. SAFETY PRECAUTIONS/REQUIREMENTS
☐ ☐ 5. NAMES AND POSITIONS OF EMPLOYEES IN ASSIGNED DEPARTMENTS
☐ ☐ 6. KNOWLEDGE OF KEY STAFF IN ASSIGNED BUILDINGS
☐ ☐ 7. FAMILIARITY WITH THE LOGS SET UP BY THE DEPARTMENT
SIX MONTH EVALUATION

YES  NO

☐  ☐  1. KNOWLEDGE OF NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS

☐  ☐  2. KNOWLEDGE OF ALL LOGS SET UP BY THE DEPARTMENT

☐  ☐  3. KNOWLEDGE OF JOB DUTIES AND EXPECTATIONS

☐  ☐  4. BY THIS TIME, EMPLOYEE SHOULD FEEL MORE COMFORTABLE WITH JOB

☐  ☐  5. GAINING KNOWLEDGE OF EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 50%)

  A - ________________________________

  B - ________________________________

  C - ________________________________

☐  ☐  6. KNOWLEDGE OF ________________________________

     (EXPECTED TO KNOW 100%)

☐  ☐  8. KNOWLEDGE OF REPLACING/REPAIRING SPRINKLER HEADS, CHEMICALS AND ETC. (EXPECTED TO KNOW 50%)

DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: _______________________________ DATE: ___________

ONE YEAR EVALUATION

YES NO

☐ ☐ 1. EMPLOYEE SHOULD KNOW ALL OF THE LOGS SET UP BY THE DEPARTMENT

☐ ☐ 2. EMPLOYEE SHOULD KNOW ALL DUTIES

☐ ☐ 3. PRACTICING ALL SAFETY PROCEDURES

☐ ☐ 4. PRODUCING QUALITY AND THOROUGH ASSIGNMENTS

☐ ☐ 5. BE AN ASSET TO THE DEPARTMENT AND A TEAM PLAYER

FUNCTION WELL WITH OTHER EMPLOYEES (THIS IS REQUIRED)

☐ ☐ 6. EMPLOYEE SHOULD KNOW EQUIPMENT, EQUIPMENT FUNCTIONS,

AND LOCATIONS (EXPECTED TO KNOW 100%)

9 9 A - ____________________________

9 9 B - ____________________________

9 9 C - ____________________________

9 9 7. KNOWLEDGE OF ________________________________

(EXPECTED TO KNOW 100%)

9 9 8. EMPLOYEE SHOULD HAVE KNOWLEDGE OF REPLACING/

REPAIRING SPRINKLER HEADS, CHEMICALS AND ETC.

(EXPECTED TO KNOW