

Counselor Orientation: Pre-Arrival

To Be Completed By Manager/Supervisor Prior To New Hire's First Day

Employee: _____ Manager _____
Department: _____ Starting Date _____

1. Advise those concerned of new employee's scheduled arrival (other supervisors, co-workers, etc.).
2. _____ Provide those concerned with the new employee's name and responsibilities so they can make the new employees feel welcome. (Provide the name by which the employee wishes to be called.)
3. _____ Assign a mentor to provide help and guidance to new employee.
4. _____ Review Job Description and determine new employee's major responsibilities.
5. _____ Design challenging initial work assignments (significant work with achievable goals).
6. _____ Make certain your schedule will allow you to be present to greet new employees.
7. _____ Prepare physical work area (supplies, equipment, etc.).
8. _____ Discuss planned training timetable and procedure for new employee with those concerned (co-workers, their new manager, etc.).
9. _____ Prepare New Counselor Orientation manual for employee to read in first week
10. _____ Review entire checklist as a reminder of points to be covered.

Completed By: _____ Date: _____

New Employee Orientation: First Day

To Be Completed By Manager / Supervisor On New Hire's First Day

Employee: _____

Manager: _____

Starting Date _____

1. _____ Greet new employee upon their arrival.
 - A. _____ Conduct tour of department and other operation areas.
 - B. _____ Introduce staff. (Prepare list of names and functions.)
 - C. _____ Orient new employee to immediate work area. (Location of washrooms, break room, cafeteria, exit locations, and other facilities within building.)
 - D. _____ Orient new employee to department's reference materials and supplies.

2. _____ Conduct initial meeting with new employee to cover the following:
 - A. _____ Scheduled work hours.
 - B. _____ Websites for mail, calendar, timecard, employee relations, policy, etc.
 - C. _____ Use of Center Dynamics for client and administrative reporting
 - D. _____ Review AZSBDC Policies & Procedures manual
 - E. _____ Review AZSBDC Program Definitions for Counseling & Impact
 - F. _____ Review AZSBDC Strategic Plan
 - G. _____ Review AZSBDC Counselor Certification Program
 - H. _____ Review other forms & stuff.
 - I. _____ Parking at MCCD facilities – how to get a sticker and where to park
 - J. _____ Use of telephone and telephone protocol.
 - K. _____ How the employee can be reached in case of emergency.
 - L. _____ Security regulations (ID, passes, keys, etc.)
 - M. _____ Review position description with new employee.
 - N. _____ Discuss importance of new employee's position.
 - O. _____ Introduce new employee to mentor assigned to help them.
 - P. _____ Orient new employee to their work area and ensure all necessary supplies and materials are available to begin job.
 - Q. _____ Review Conflict of Interest Statement and have employee sign form.

3. _____ New employee's question and answer time.

Completed By: _____ Date _____

New Employee Orientation: First Week

To Be Completed By Manager/Supervisor Within New Hire's First Week

Employee _____ Manager _____

Department: _____ Starting Date _____

1. _____ Explain company to new employee:
 - A. _____ Discuss corporate mission and relate it to the departmental goals.
 - B. _____ Discuss departmental goals, explaining how your new employee's job purpose and major responsibilities relate to your business objectives.
 - C. _____ Identify key areas where the new employee will contribute. (Key result areas and responsibilities).
 - D. _____ Prioritize the employee's key responsibilities.
 - E. _____ Explain periodic review of performance.
 - F. _____ Answer any questions the employee has at this point.
2. _____ Center IC Orientation within the department.
3. _____ Tour of AZSBDC State Office and meeting with key personnel.
4. _____ Meeting with Mentor and co-counseling for 2-3 sessions.
5. _____ Sign off on reading assigned on first day via New Counselor Orientation

Completed By: _____ Date: _____