K·STATE
Research and Extension

Orientation Checklist for County and District Office Professionals and Program Assistants

Provide a copy to the new employee. After the checklist is completed a copy should be placed in the employee's personnel file.

Employee Name_____Beginning Date of Employment _____

Before the First Day of Job

_____1) Notify employee regarding time to report to work, where to park, what to wear, etc.

_____2) Notify area office that the new employee has been hired. The area office will submit a Personnel Action Form to various campus offices.

First Day on Job

_____1) Review and complete *Employment Agreement* (form #EXOP3-11).

_____2) Have the new employee complete the following forms. File in the employee's personnel file along with this checklist when completed.

__ I-9 - Employment Eligibility Verification
http://www.k-state.edu/hr/forms/I-9.pdf

__ W-4 - Employee's Withholding Allowance Certificate
http://www.k-state.edu/hr/forms/w4.pdf

__ K-4 - Kansas Employee's Withholding Allowance Certificate
http://www.k-state.edu/hr/forms/k-4.pdf

__ *Overtime Compensation Agreement* for Non-Exempt Employees (form #EXOP3-2)

__ Any forms related to benefits (cafeteria benefit plan, health insurance, KPERS, etc.)

_____3) Register for a K-State eID and complete an Employee Information Sheet at https://accounts.ksre.ksu.edu/. After establishing a K-State eID go back to the same website and complete the form for a KSRE Account. When the form is submitted it goes to the Personnel Specialist in the Extension Operations Office who will "bless" the account giving access to web mail and the internet. She then submits it to IET for setting up the KSRE account and adding to listservs for the county/district. Print a hard copy of the Employee Information Sheet for the personnel file.

_____4) Review schedule for pay checks.

_____5) Introduct new employee to office colleagues.

First Day on Job

_____1) Give tour of office including personal work space and files.

_____2) Review work hour policies
__ office hours
__ documentation of time worked, *Record of Hours Worked and on Leave* (form #KSU8-25)
__ meal and coffee breaks
__ who to contact when absence is necessary

_____ 3) Review office policies and job description.

_____ 4) Review telephone procedures
___who answers first
___greeting to be used
___how to respond when someone is away from the office
___how to take messages, etc.

_____ 5) Review safety and security issues
___keys
___emergency phone numbers
___building security

_____ 6) Begin introduction to job responsibilities

_____ 7) Begin explaining the mission of K-State Research and Extension and the local office and the employee's role in fulfilling that mission.

Within the First Month on the Job

_____ 1) Continue introduction to job responsibilities.

_____ 2) Continue introduction to resources in the office.

_____ 3) Continue explanation of the mission of K-State Research and Extension and the local office and the employee's role in fulfilling that mission.

_____ 4) Review *Performance Review* document (EXOP3-13)

_____ 5) Introduce to individuals they need to know
For example
___ Other individuals in courthouse
___ Area office personnel
___ Resources at K-State
___ Board members

_____ 6) Schedule time to meet with another office professional or program assistant in the area who can serve as a resource regarding monthly financial reports, 4-H membership database, etc.

_____ 7) Review how to respond to questions from the public in light of the Kansas Open Records Act.

_____ 8) Review how to respond to questions from the public regarding discrimination in programming or employment (Procedure to Handle a Program Discrimination Complaint with Guidelines for Appropriate Documentation at the Local Level)