**Appendix E Employee Orientation Checklist**

FRIS Employee Orientation

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature at Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature at Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Staff will check box as completed, recording date orientation occurred on the specific topic.*

**Personnel and Standard Operating Procedures Manuals**

* \_\_\_\_\_Review Personnel Manual and Signature Sheets
* \_\_\_\_\_Employee Benefits
* \_\_\_\_\_Completion of required employment forms: I-9, W-4, insurance information, safety plan overview
* \_\_\_\_\_Review Standard Operating Procedures Manual

**Record Keeping and Basic Operations**

* \_\_\_\_\_ Staff Listserv
* \_\_\_\_\_Payroll
* \_\_\_\_\_Timesheet: How, where found, who submitted to
  + \_\_\_\_ Time Sheet (created and provided)
* \_\_\_\_ Reports: Format, where filed, how often, who submitted to
* \_\_\_\_ Staff Project Manual: What is included; how it is updated
* \_\_\_\_Conflict of Interest Policy
* \_\_\_\_ Contact List Information
* \_\_\_\_ Insurance Information
* \_\_\_\_ W-4 Form
* \_\_\_\_ State Withholding
* \_\_\_\_ I-9 Form
* \_\_\_\_ Expense Report Form
* \_\_\_\_ Mileage / Reimbursement Form Reporting
* \_\_\_\_ Tax Exemption Certificate
* \_\_\_\_ Evaluation Form / Job Description

**Staff Roles and Responsibilities**

* \_\_\_\_\_Supervisory roles
* \_\_\_\_\_Primary expertise of staff
* \_\_\_\_\_Review of organization-wide projects

**Equipment and Supplies**

* \_\_\_\_\_Copier
* \_\_\_\_\_Printer
* \_\_\_\_\_Fax
* \_\_\_\_\_Telephone
* \_\_\_\_\_Training supplies
* \_\_\_\_\_Office Supplies/Purchase procedures

**Communications**

* \_\_\_\_\_Phones: Installation; call forwarding
* \_\_\_\_\_Answering Machine: appropriate message
* \_\_\_\_\_Mailings: Outgoing
* \_\_\_\_\_Proofreading/Editing
* \_\_\_\_\_Listserv
* \_\_\_\_\_E-mail account
* \_\_\_\_\_Computer filing system
* \_\_\_\_\_Passwords

**Resource and Training Materials**

* \_\_\_\_\_Review of FRIS website [www.fris.org](http://www.fris.org)
* \_\_\_\_\_Review of on-line training modules
* \_\_\_\_\_Review of advocacy manual

**History and Purpose of FRIS**

* \_\_\_\_\_History / Purpose
* \_\_\_\_\_Membership and Standards
* \_\_\_\_\_Mission and Vision
* \_\_\_\_\_FRIS’s role in national movement
* \_\_\_\_\_Overview of rape crisis centers
* \_\_\_\_\_Review of FRIS resources, including *Sexual Assault and Stalking Informational Handbook*

and statewide Protocol

**Confidentiality**

* Victims
* FRIS

**Reports**

* **­­­­\_\_\_\_\_**Annual Report
* **\_\_\_\_\_**Reports specific to this project

**Board of Directors**

* \_\_\_\_\_Membership
* \_\_\_\_\_Role/Policy making board

**Organizational Chart**

* \_\_\_\_\_History of growth and expansion
* \_\_\_\_\_Roles and responsibilities of other staff
* **Publications**
  + *Standards*
  + *Newsletters*
  + *Informational Handbook*
  + *Protocol*
  + *RSP Article on Technical Assistance*
* **Current Projects**

**Collaborations**

**Reading and Viewing Assignments:**

**Miscellaneous Specific to This Position:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**New Employee Development Plan** – The new employee and supervisor will discuss and jointly decide what type of training, site visits or activities will enhance their staff development.

**Plan:**

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**Timeline:**

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