SUPERVISOR'S ORIENTATION CHECKLIST

Employee's Name: _____ EOD: _____

Position Title: _____ Organization: _____

Supervisor's Name: _____ Phone: _____

Conducted by Immediate Supervisor

☑	**FIRST DAY**
	1. Introduce employee to co-workers and key people in Unit/Department.
	2. Show organization charts and explain what the Unit/Department does relating this to the work of the organization.
	3. Show chain of command charts and explain supervisory relationships and lines of supervision.
	4. Review position/job description, work schedule, explain duties and discuss standards of performance in terms of quantity, quality and job attitude.
	5. Explain general safety habits. Provide a copy of the Emergency Recall Roster.
	6. Discuss office standards (dress code, lunch periods, rest periods, etc)
	7. Discuss office standards for cleanliness – desk, break room, common areas.
	8. Advise how to request leave and whom to call for emergency annual leave or in reporting sick leave. Explain policies on vacation and granting on annual leave.
	9. Explain where supplies are located and how they can be obtained.
	10. Sign for keys, equipment, security badges, if applicable.
	11. Government Travel Charge Card (GTCC) is/is not requirement.
	12. Contact unit ISC for Marine Corps Network Access.
☑	**FIRST 30 DAYS**
	1. DoD Performance Management Appraisal Program (DPMAP): Employee must have a written performance plan established and approved.
	2. Establish Individual Development Plan (IDP) in the Total Workforce Management System (TWMS).
	3. Discuss Probationary or Trial period, if applicable.

Employee's Signature & Date: _____

Supervisor's Signature & Date: _____

NOTE: PLEASE RETURN THIS CHECKLIST BACK TO CHRO (CAMP FOSTER, BLDG#495, 2F) BY _____, SIGNED AND COMPLETED.