

**OLD DOMINION UNIVERSITY
DEPARTMENT CHECKLIST FOR SUPERVISORS
OF NEW WAGE EMPLOYEES**

EMPLOYEE NAME _____

EMPLOYEE ID NUMBER _____

NAME OF SUPERVISOR _____

DEPARTMENT: _____

HIRE DATE _____

NEW EMPLOYEE ORIENTATION 48 608.16 Tm(E)0.5 (W)a T0.002 Tc 0.097 Tw -35.06 -1.157 Tc

WORK RESPONSIBILITIES

_____ **Position Description** – Explain the purpose of the department to the University, the duties and responsibilities of the position, where the job fits in the department, what the objectives/ goals are of the position, and to whom to report for questions/ clarification or future projects. See or ct 6 0 T1 () T0.002 Tc 0.001 T8 (p)-12 (a)

_____ **Campus-** Point out the department/building in reference to other buildings on campus. Point out any other buildings and locations the employee may need to know. A tour of the campus is encouraged.

_____ **Parking** – Point out parking locations and Parking Services.

_____ **Reporting of Time and Attendance** – Explain that all hours worked are reported via the web. Please have your employee (s) complete the Web Time Entry tutorial at: