



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Name: _____

Start Date: _____

Checklist for employee will be issued to Department Head once Personnel Action Form is completed.

Required Activities to be Completed:

- Meet with Assistant Village Manager Tyler Burkart for Benefit Enrollment and general Human Resources information.
- Meet and Greet Department Heads, Co-Workers and other Village staff.
- Participate in a tour of the Village's Public buildings - Village Hall, Library/Senior Center, Public Works and Police/Fire department.
- Customer Service Training with Customer Service Manager Diane DeWindt-Hall.
- Job shadow or work with a mentor for a day/week.

Other Orientation Activities (complete at least 3 of 6):

- Take a 'driving tour' around the Village with your supervisor.
- New Employee Introduction Lunch with their department.
- Question and Answer reflection session with direct supervisor at the end of the first week.
- Hands-On Equipment and Safety Training.
- Sign up online for the Manager's Memo.
- Attend a Village Board meeting and/or join an employee committee.

I hereby acknowledge all activities on this checklist have been completed by the above named employee.

Employee's Supervisor _____ Date _____

Assistant Village Manager _____ Date _____