



US Department of Transportation  
Federal Highway Administration

## EMPLOYEE ORIENTATION CHECKLIST

<b>Name of Employee</b>	<b>Appointment Date</b>	<b>Position Title, Series, and Grade</b>
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<b>Organization</b>	<b>Location</b>
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### PART I

**INSTRUCTIONS:** Personnel Representative / Division Office Orientation Coordinator discusses each item and forwards to supervisor.

#### The Employee Has Received Information Checked

<i>Information</i>		<i>Information</i>	
Type of Appointment		Federal Employees Group Life Insurance	
Probationary Period or Expiration Date of Appointment		Wellness Program / Fitness Program	
Leave (Accrual)		Employee Counseling / Assistance Program	
Pay System / Pay Periods / Earnings & Leave Statement		Drug Policy / Program	
Payroll Deductions (Bonds, etc.)		Other Employee Services - Credit Union, Child Care, Carpool Locator, Parking, Health Unit, Library, Transit Benefit Program	
Performance Appraisal Cycle		Personnel Management Manual (FHWA Personnel Policies)	
Within-Grade Increases / Performance Awards		Merit Promotion Plan / Procedures	
CSRS / CSRS-Offset / FERS / Social Security Coverage		FHWA Employee Handbook	
Thrift Savings Plan Eligibility		Ethics Briefing	
Injury Compensation		Government ID. Card	
Health Benefits			

<b>Signature of Personnel Representative</b>	<b>Date</b>
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### PART II

**INSTRUCTIONS:** Supervisor discusses each item and returns checklist to Personnel Representative / Division Office Orientation Coordinator within one week.

#### The following items have been discussed with the employee

Function of Section / Unit (Org.Charts)		Drug Testing (if applicable)	
Requirements of Position / Performance Standards		Ethics Followup	
Office Policies & Procedures, Layout of Office, Work Hours, etc.		Travel /Credit Card Responsibility	
Security requirements for Government documents, data and information		Office Floor Plan / Office Security	
Computer Systems / Security		Introduction to Co-Workers	
Safety practices, fire, and accident reporting		Orientation Sponsor Assigned / Orientation Sponser's Role	

<b>Signature of Immediate Supervisor</b>	<b>Date</b>
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### PART III

**INSTRUCTIONS:** Personnel Representative / Division Office Orientation Coordinator discusses each item and returns checklist to the Personnel Office for filing in the OPF.

#### The following items have been discussed with the employee

Agency ID Card Issued		Introduction to Orientation Action Plan and Binder	
Benefits Election Follow-Up			

<b>Signature of Personnel Representative</b>	<b>Date</b>
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<b>Signature of Employee</b>	<b>Date</b>
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