DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: _______________________________ DATE: ____________

FIRST DAY ON THE JOB

COMPLETED

☐ 1. ISSUE KEYS, SIGN KEY REQUEST
☐ 2. ISSUE PAGER AND PAGER NUMBER
☐ 3. ASSIGN MAIL BOX
☐ 4. ASSIGN AREAS
☐ 5. ORDER UNIFORMS
☐ 6. SAFE DRIVING TEST
☐ 7. HAZ-MAT ORIENTATION
☐ 8. INTRODUCTION TO DEPARTMENT EMPLOYEES AND SUPPORTING STAFF
☐ 9. MAKE SURE PAPER WORK IS COMPLETED WITH HUMAN RESOURCES OFFICE

EMPLOYEE SIGNATURE: _______________________________ DATE: ____________
SECOND DAY ON THE JOB

COMPLETED

☐ 1. GIVE EMPLOYEE A CAMPUS TOUR

☐ 2. EXPLAIN PROCESS OF CHAIN OF COMMAND

☐ 3. EXPLAIN SAFETY REGULATIONS AND REQUIREMENTS

☐ 4. EXPLAIN THE EMPLOYEE’S REQUIREMENTS FOR THE FIRST THIRTY DAYS

☐ 5. CAMPUS SERVICES ORIENTATION HANDBOOK

☐ 6. STARTS PERFORMING DUTIES
DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: ____________

THIRD DAY ON THE JOB

COMPLETED

☐ 1. EMPLOYEE TRAINING AS DESIGNATED BY SUPERVISOR (FOUR PAGE NEW HIRE TRAINING CHECK LIST)

☐ 2. EXPLAIN POSITION HIRED FOR AND IT’S DUTIES
   EXPLAIN JOB DESCRIPTION TO EMPLOYEE

☐ 3. EMPLOYEE TO PICK UP ACTIVITY CARD
FOURTH DAY ON THE JOB

COMPLETED

☐ 1. DISCUSS AREA SCHEDULED WITH EMPLOYEE
DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: _________________________________ DATE: ____________

FIFTH DAY ON THE JOB

COMPLETED

☐ 1. FORK LIFT TRAINING

☐ 2. AERIAL LIFT TRAINING
DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: ___________________________ DATE: __________

THIRTY DAY EVALUATION

YES       NO
☐  ☐  1. KNOWLEDGE OF CHEMICAL COMMAND CENTER IN EMPLOYEE’S
        ASSIGNED AERA(S)

☐  ☐  2. KNOWLEDGE OF CHAIN OF COMMAND

☐  ☐  3. KNOWLEDGE OF MOST OF THE NAMES AND LOCATIONS OF ALL
        BUILDINGS ON CAMPUS

☐  ☐  4. SAFETY PRECAUTIONS/REQUIREMENTS

☐  ☐  5. NAMES AND POSITIONS OF EMPLOYEES IN ASSIGNED
        DEPARTMENTS

☐  ☐  6. KNOWLEDGE OF KEY STAFF IN ASSIGNED BUILDINGS

☐  ☐  7. FAMILIARITY WITH THE LOGS SET UP BY THE DEPARTMENT
# DIXIE STATE COLLEGE GROUNDS DEPARTMENT ORIENTATION

**EMPLOYEE NAME:** _____________________________________  **DATE:** ___________

## SIX MONTH EVALUATION

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1.</td>
<td>KNOWLEDGE OF NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS</td>
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<tr>
<td>2.</td>
<td>KNOWLEDGE OF ALLLOGS SET UP BY THE DEPARTMENT</td>
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<tr>
<td>3.</td>
<td>KNOWLEDGE OF JOB DUTIES AND EXPECTATIONS</td>
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<td>4.</td>
<td>BY THIS TIME, EMPLOYEE SHOULD FEEL MORE COMFORTABLE WITH JOB</td>
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<tr>
<td>5.</td>
<td>GAINING KNOWLEDGE OF EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 50%)</td>
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<tr>
<td>6.</td>
<td>KNOWLEDGE OF</td>
<td>A - ______________________________</td>
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<td></td>
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<td>B - ______________________________</td>
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<td>C - ______________________________</td>
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<tr>
<td>7.</td>
<td>KNOWLEDGE OF</td>
<td>A - ______________________________</td>
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<td></td>
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<td></td>
<td>C - ______________________________</td>
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<tr>
<td>8.</td>
<td>KNOWLEDGE OF REPLACING/REPAIRING SPRINKLER HEADS, CHEMICALS AND ETC. (EXPECTED TO KNOW 50%)</td>
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DIXIE STATE COLLEGE GROUNDS
DEPARTMENT ORIENTATION

EMPLOYEE NAME: _____________________________________ DATE: ___________

ONE YEAR EVALUATION

YES NO
☐ 1. EMPLOYEE SHOULD KNOW ALL OF THE LOGS SET UP BY THE DEPARTMENT
☐ 2. EMPLOYEE SHOULD KNOW ALL DUTIES
☐ 3. PRACTICING ALL SAFETY PROCEDURES
☐ 4. PRODUCING QUALITY AND THOROUGH ASSIGNMENTS
☐ 5. BE AN ASSET TO THE DEPARTMENT AND A TEAM PLAYER FUNCTION WELL WITH OTHER EMPLOYEES (THIS IS REQUIRED)
☐ 6. EMPLOYEE SHOULD KNOW EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 100%)

☐ A - ________________________________
☐ B - ________________________________
☐ C - ________________________________

☐ 7. KNOWLEDGE OF ___________________________________________ (EXPECTED TO KNOW 100%)

☐ 8. EMPLOYEE SHOULD HAVE KNOWLEDGE OF REPLACING/REPAIRING SPRINKLER HEADS, CHEMICALS AND ETC. (EXPECTED TO KNOW 50%)