FIRST DAY ON THE JOB

- 1. ISSUE KEYS, SIGN KEY REQUEST
- 2. ISSUE PAGER AND PAGER NUMBER
- 3. ASSIGN MAIL BOX
- 4. ASSIGN BUILDINGS
- 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
- 10. INTRODUCE NEW EMPLOYEE TO THE BACK UP EMPLOYEE FOR ASSIGNED BUILDING(S)

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 MAIL/FREIGHT 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
DIXIE STATE COLLEGE MAIL/FREIGHT DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________ DATE: ___________

FOURTH DAY ON THE JOB

COMPLETED

☐ 1. DISCUSS BUILDING MAIL/FREIGHT DELIVERY SCHEDULE WITH EMPLOYEE
DIXIE STATE COLLEGE MAIL/FREIGHT DEPARTMENT ORIENTATION

EMPLOYEE NAME: _________________________________ DATE: ____________

FIFTH DAY ON THE JOB

COMPLETED

☐ 1. FORK LIFT TRAINING

☐ 2. AERIAL LIFT TRAINING
DIXIE STATE COLLEGE MAIL/FREIGHT DEPARTMENT ORIENTATION

EMPLOYEE NAME: ______________________________________ DATE: ___________

THIRTY DAY EVALUATION

YES  NO
☐  ☐ 1. KNOWLEDGE OF CHEMICAL COMMAND CENTER IN EMPLOYEE’S ASSIGNED BUILDING(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
DIXIE STATE COLLEGE MAIL/FREIGHT DEPARTMENT ORIENTATION

EMPLOYEE NAME: ________________________________ DATE: __________

SIX MONTH EVALUATION

YES NO
☐ ☐ 1. KNOWLEDGE OF NAMES AND LOCATIONS OF ALL BUILDINGS ON CAMPUS

☐ ☐ 2. KNOWLEDGE OF JOB DUTIES AND EXPECTATIONS

☐ ☐ 3. BY THIS TIME, EMPLOYEE SHOULD FEEL MORE COMFORTABLE WITH JOB

☐ ☐ 4. GAINING KNOWLEDGE OF EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 50%)

☐ ☐  A - ______________________________

☐ ☐  B - ______________________________

☐ ☐  C - ______________________________

☐ ☐  6. KNOWLEDGE OF MAIL/FREIGHT DELIVERY (EXPECTED TO KNOW 50%)

☐ ☐
## ONE YEAR EVALUATION

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<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1.</td>
<td>EMPLLOYEE SHOULD KNOW ALL DUTIES</td>
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<tr>
<td>2.</td>
<td>PRACTICING ALL SAFETY PROCEDURES</td>
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<td>3.</td>
<td>PRODUCING QUALITY AND THOROUGH ASSIGNMENTS</td>
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<td>4.</td>
<td>BE AN ASSET TO THE DEPARTMENT AND A TEAM PLAYER FUNCTION WELL WITH OTHER EMPLOYEES (THIS IS REQUIRED)</td>
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<td>5.</td>
<td>EMPLOYEE SHOULD KNOW EQUIPMENT, EQUIPMENT FUNCTIONS, AND LOCATIONS (EXPECTED TO KNOW 100%)</td>
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<td>A - __________________________________</td>
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<td>7.</td>
<td>KNOWLEDGE OF MAIL/FREIGHT DELIVERY (EXPECTED TO KNOW 100%)</td>
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<td>8.</td>
<td>EMPLOYEE SHOULD KNOW ALL BUILDING MAIL/FREIGHT LOCATION FOR DELIVERY, ETC...</td>
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