DIXIE STATE COLLEGE HVAC 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 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. ACQUAINT EMPLOYEE WITH COMPUTER CLOCK IN/CLOCK OUT PROCEDURES

☐ 11. 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 ORIENTATON HANDBOOK

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

EMPLOYEE NAME: ___________________________________________ DATE: ____________

FOURTH DAY ON THE JOB

COMPLETED

☐ 1. DISCUSS BUILDING ASSIGNMENT SCHEDULE WITH EMPLOYEE
DIXIE STATE COLLEGE HVAC DEPARTMENT
ORIENTATION

EMPLOYEE NAME: ___________________________________________ DATE: ___________

FIFTH DAY ON THE JOB

COMPLETED

☐ 1. FORK LIFT TRAINING

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

EMPLOYEE NAME: ___________________________________________ DATE: ___________

THIRTY DAY EVALUATION

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DIXIE STATE COLLEGE HVAC DEPARTMENT
ORIENTATION

EMPLOYEE NAME: ___________________________________________ DATE: ___________

SIX MONTH EVALUATION

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

□ □ 2. KNOWLEDGE OF ALL LOGS SET UP BY THE DEPARTMENT

□ □ 3. KNOWLEDGE OF JOB DUTIES AND EXPECTATIONS

□ □ 4. BY THIS TIME, EMPLOYEE SHOULD FEEL MORE COMFORTABLE WITH JOB

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

□ □ A - ______________________________

□ □ B _________________

□ □ C - ______________________________

□ □ 6. KNOWLEDGE OF ______________________________________________

____________________________________________________________

(EXPECTED TO KNOW 50%)
DIXIE STATE COLLEGE HVAC 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%)
□  □ 7. KNOWLEDGE OF _________________________________________________________________
                                            (EXPECTED TO KNOW 100%)
□  □ 8. EMPLOYEE SHOULD KNOW ALL CHEMICALS, ________________________________, _______________________, ETC...