SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION
LEADERSHIP ▪ COMMUNITY ▪ SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

EMPLOYEE INFORMATION

Name: Start date: _____

Position: Manager: _____

FIRST DAY

☐ Review job with employee, including the following (if applicable):
☐ Program Goals, duties, responsibilities, and working relationships.
☐ Hours of work, overtime/comp time procedures, time cards, leave requests, and Subfinder procedures.
☐ Review pre-approvals of leaves including: vacation, personal necessity, etc.
☐ Lunch and Break scheduling (complete waiver if applicable).
☐ Important phone numbers, first aid, injury reporting, staff emergency info, and other health/safety related procedures.
☐ Dress code and housekeeping responsibilities.
☐ Performance reviews and expectations.
☐ Review confidentiality.
☐ Discuss the SLOCOE organization as a whole, and how this department fits into the organization. Explain the role of the employee and the department within SLOCOE.

INTRODUCTIONS AND TOURS

☐ Give introductions to department staff and key personnel during tour.

☐ Tour the facility, including:
- Restrooms
- Mail rooms
- Copy centers
- Fax machines
- Bulletin board
- Parking
- Printers
- Office supplies
- Kitchen
- Coffee/vending machines
- Cafeteria
- Emergency exits and supplies

POSITION INFORMATION

☐ Ensure that the new employee's working area, equipment, tools, and supplies are prepared and available.
☐ Issue key and other SLOCOE property if applicable.
☐ Explain levels of supervision.
☐ Review job schedule and hours.
☐ Review use of telephones, copy machines, county vehicles, mail procedures, and supply procedures as applicable.

TECHNOLOGY

☐ Hardware and software reviews, including:
- Email
- SLOCOE Website
- Microsoft Office
- Data on shared drives
- Databases
- Internet

FOLLOW-UP

☐ Explain who the employee should go to for questions or concerns.
☐ Inform employee of dates for probationary reviews.

Orientation completed:

_____   _____
Manager Signature   Date   Employee Signature   Date