

TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

Human Resource Services
Washington State University
Pullman, WA 99164-1014

Use this checklist to orient employees. Check each step as completed and then sign and file the form in the department's employee file. See BPPM 60.27.

Appointment

- Maintain a copy of the employee's application.
- For employees under age 18, ensure that a signed Parent/School Authorization for Employment of a Minor form is in the employee's file.
- CONDITIONS FOR TEMPORARY EMPLOYMENT** — Complete the information about the appointment. Instruct the employee to read the information and to complete and sign the middle section of the form. After the employee, supervisor, and employing official have completed and signed the form, distribute copies as indicated. This form **MUST** be completed for nonstudent temporary employees.
- Inform the employee about the employment restrictions including the maximum hours of employment.
- Inform the employee that temporary employment is at will which means the employer may dismiss the employee without cause and with minimum notice.
- Give the employee copies of the Display Appointment screen and the Temporary Employment Program Information Screen.
- Allow the employee to ask questions about the employment status.
- Explain WSU's alcohol and drug policy and provide the employee with a copy of the policy. (Copies of the policy are available by printing Executive Policy Manual EP20.)
- Explain WSU's discrimination and sexual harassment policy and provide employee with a copy of the policy. (Copies of the policy are available by printing Executive Policy Manual EP15.)
- Provide a copy of the Affordable Care Act (ACA) Employer Notification and Plan Information document. (Copies of the document are available from the HRS website at: [hrs.wsu.edu/health-care-reform/.](http://hrs.wsu.edu/health-care-reform/))

Job Responsibilities

- Review the job description and duties with the employee.
- Review performance expectations including performance evaluation procedures.
- Orient the employee to the work area including location and use of equipment.
- Communicate the work schedule to the employee.
- Inform the employee about procedures and deadlines regarding hours worked and schedule changes.
- Instruct the employee to report on-the-job problems. WSU has resources available to assist the employee in resolving on-the-job problems including the Supervisor, Unit Manager, Chair/Director, Dean, and the Offices of Human Resource Services, Ombudsman, and Center for Human Rights.
- Complete the Safety Orientation Checklist (SPPM 2.16) and instruct the employee how to report an accident.
- Instruct the employee to report any previous or pending patents. See BPPM 35.50.

Pay

- Explain the employee's rate of pay, Daily Activity Report, reporting deadlines, and pay dates.
- Inform the employee about WSU's direct deposit program.

Supervisor

Date

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