

**USC SCHOOL OF MEDICINE**  
**Departmental Orientation for New Employees**

Please discuss and check applicable items below with the new employee no later than the first day of employment. Sign, date and give a copy of all forms to employee. *This form must be returned to SOM HR with hire packet.*

Employee: \_\_\_\_\_ Dept: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**New Hire Information**

- \_\_\_ New hire information web page: <http://hr.med.sc.edu/new.hire.information.asp>
- \_\_\_ Have employee sign position description; explain duties and responsibilities of position
- \_\_\_ Performance expectations; explain Employee Performance Management System (EPMS) <http://hr.sc.edu/policies/hr136.pdf>
- \_\_\_ Employee Learning System/ Core Curriculum: <http://hr.sc.edu/profdevp/corecurriculum.html>
- \_\_\_ HR policies and procedures manuals: <http://hr.sc.edu/policies.html>
- \_\_\_ SOM HR website <http://hr.med.sc.edu>
- \_\_\_ Supervision and chain of command
- \_\_\_ Confidentiality

**Payroll and Attendance Information**

- \_\_\_ Established work hours and process to request overtime
- \_\_\_ Annual leave/vacation time and the process for requesting leave
- \_\_\_ Sick leave and the process for calling in when sick; family sick leave
- \_\_\_ Other leave (holidays, death in immediate family, jury duty, military)
- \_\_\_ Recording of hours worked and leave taken (ITAMS)
- \_\_\_ Pay (how, when and where)
- \_\_\_ Established lunch period and breaks
- \_\_\_ VIP
- \_\_\_ Mandatory Direct Deposit
- \_\_\_ Method for handling tardiness and absenteeism

**Departmental Information**

- \_\_\_ Organization of the department and introduction to staff and faculty
- \_\_\_ Relationship to other departments and affiliated hospitals or institutions
- \_\_\_ Overview of the department compliance plan and billing policies and procedures
- \_\_\_ Work place or office
- \_\_\_ Parking facilities (decal and any restrictions)
- \_\_\_ Supplies and equipment (use/maintenance of equipment)
- \_\_\_ Cafeteria or other eating facilities
- \_\_\_ Issue of office and/or desk keys
- \_\_\_ Bulletin boards
- \_\_\_ Restrooms
- \_\_\_ Emergency exits
- \_\_\_ Department's operating manuals, if applicable

**Safety, Security, and Accident Reporting**

- \_\_\_ Departmental safety rules and any potential safety hazards: <http://custodial.med.sc.edu/htm/oht.htm>
- \_\_\_ On-the-job injuries (Workers Compensation): <http://hr.sc.edu/workers/quick.html>
- \_\_\_ New Employee Preliminary Health Risk Assessment Survey
- \_\_\_ Hazardous/blood borne pathogens or other training requirements, if any, and how to register for classes
- \_\_\_ Fire Drills

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_