

MINNESOTA STATE UNIVERSITY, MANKATO ORIENTATION CHECKLIST

Employee Name: _____ Date: _____

Department: _____

Supervisor: _____

The following orientation items have been reviewed with and understood by the employee.	COMPLETED	COMMENTS
1. University Mission, Vision, Values, Expectations, & Goals.		
2. History/Current overview of MSU - Organizational Chart & Structure.		
3. Bargaining Unit Structure, Contract Contact people.		
4. Programs/Services for Students & Employees. Paid athletics, theatre, etc.		
5. Policies & Procedures - Employee Handbook.		
6. University Calendar.		
7. Harassment/Affirmative Action.		
8. Staff/faculty development & workshops.		
9. Employee Assistance Program.		
10. Drug/Alcohol Policy.		

11. University Parking & Security. Computer Services, E-Mail, Newsweekly, information publications, Internet, & Library Support Services.		
12. Tour of Campus & facilities.		

Please have supervisor in charge of orientation, sign and date form. Return this form to Human Resources, WA 325, upon completion.

Additional Comments: