



**ORIENTATION CHECKLIST**  
 Seasonal Employees

For: \_\_\_\_\_  
*Employee's Name*                      *Job Title*                      *Park*

Provide your new seasonal employee with the following orientation during the first two days on the job. Sign and send this form to the Payroll Office. This checklist will be placed in the employee's personnel file.

**Explain Functions of Parks & How Employee's Job Fits In**

- |   |  |   |                                  |
|---|--|---|----------------------------------|
| € | Goals of park  | € | Organizational structure of park |
| € | How the job fits within the overall Park structure     | € | Relationship of work to others   |
| € | Organizational structure of the Agency (see org chart) |   |                                  |

**Work Rules**

- |   |   |   |                              |
|---|---|---|------------------------------|
| € | Appearance standards (sign form and keep in Park file)  | € | Harassment Orientation video |
| € | Time reporting procedures (see Time Sheet form)   | € | Work schedule/attendance     |
| € | Discrimination & Sexual Harassment & Drug-Free Workplace Policy (give policy to employee, sign Acknowledgement form and return to Payroll Office) | € | Salary, paydays, overtime    |
|   |   | € | Performance Evaluation       |

**Introduction**

- |   |  |   |                    |
|---|--|---|--------------------|
| € | Introduce to staff                                 | € | Tour of Facilities |
| € | Ensure employee knows who to contact for questions |   |                    |

**Job Instructions**

- |   |                    |   |                                  |
|---|--------------------|---|----------------------------------|
| € | Explain job duties | € | Step-by-step instructions        |
| € | Quality & quantity | € | Location of equipment & supplies |

**Safety**

- |   |  |   |                                 |
|---|--|---|---------------------------------|
| € | Use & care of equipment & tools        | € | Protective gear                 |
| € | Safe way to perform tasks              | € | Preventative maintenance        |
| € | Basic first aid and liability          | € | Reporting accidents             |
| € | Hazardous or emergency duties          | € | Location of emergency equipment |
| € | Blood Borne Pathogen Orientation video |   |                                 |

**ENSURE EACH EMPLOYEE UNDERSTANDS THE SAFETY AND USE OF EACH PIECE OF EQUIPMENT PRIOR TO INITIAL USE!**

**Employee:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_