



CENTRAL PHILIPPINE UNIVERSITY  
 Human Resource Development Office  
 Jaro, Iloilo City, Philippines

**EMPLOYEE ORIENTATION CHECKLIST**  
 (UNIVERSITY)

<b>Name of Employee:</b>		<b>Faculty</b> <input type="checkbox"/>	<b>Staff</b> <input type="checkbox"/>
<b>Unit:</b>	<b>Employment Status:</b>		<b>Date Hired:</b>
<b>Area / Item</b>	<b>Please check if done</b>	<b>Remarks</b>	
Quality Policy	<input type="checkbox"/>		
Quality Objectives	<input type="checkbox"/>		
Rules and Regulations	<input type="checkbox"/>		
Department Function and Goals	<input type="checkbox"/>		
Work Schedule	<input type="checkbox"/>		
Co-worker Introduction	<input type="checkbox"/>		
Desk / Cubicle / Office	<input type="checkbox"/>		
Supplies and Storage	<input type="checkbox"/>		
Department Safety Procedures	<input type="checkbox"/>		
Equipment and Tools	<input type="checkbox"/>		
Record-keeping Procedures	<input type="checkbox"/>		
Job Training	<input type="checkbox"/>		
Internet Use Policy	<input type="checkbox"/>		
<b>Others (please specify):</b>			

I acknowledge that I have received and understood each of the above policies and procedures and have completed the orientation process with my Supervisor. I understand the importance of following these procedures in order to participate as a successful member of my department and the University in general.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date of Orientation

Noted:

\_\_\_\_\_  
 HRD Director