PIFSC Supervisor/Sponsor Orientation Checklist

Employee/Contractor Name: Date of Hire:

Supervisor/Sponsor Name: Division/Prog: PSD / MTBAP

Review the following with all new staff (Fed, CIMAR, Student, Contractor, Volunteer, Intern and other):	
Date Completed:	**Topic Discussed:**
	Introductions and office tour
	Check in with Administration for new hire onboarding
	Overview of organizational structure
	Work schedule (OT, comp time, lunch and breaks)
	Property Accountability
	Use of government vehicles
	Use of telephone, (personal calls, long distance)
	Intranet overview (bulletin board, policies etc.)
	Safety Orientation – Review SOP 35-4 "PIFSC Safety Orientation for New Hires"
	Review of ITS Security Responsibilities and Computer Resource Policy
	PD and Performance Plan – Review duties (familiarize with PAWS for Feds)
Review with Federal Staff Only:	
Date Completed:	**Topic Discussed:**
	Use of government purchase cards
	Time and Attendance (GovTA)
	Use of government travel cards
	Telework Program
	Alternative work schedules (AWS)
	Complete "Records Management Training" via Commerce Learning Center
	Completion of NoFear Act Training within 90 days of hire
Review with CIMAR Staff Only:	
Date Completed:	**Topic Discussed:**
	Explanation of sponsor-employee relationship
	CIMAR Admin contact information
Review with Contract Staff Only:	
Date Completed:	**Topic Discussed:**
	Explanation of project leader-contractor relationship
	Contractor's Admin contact information

Your signature below certifies that all items above were reviewed, and that ITS training requirements were met as stated above.

_____   _____
Employee's Signature   Date   Division Director's Signature   Date