

Department Orientation Checklist *for Contingent Workforce in an Intermountain Health Business Facility*

Contingent workers must complete a department orientation on their first day of work (no longer than two weeks from start date). Orientation is under the direction of the department manager or designee.

- Full name (print): _____
- Facility: _____
- Department: _____
- Date of Orientation: _____

Manager (or designee) and Worker Review:

- ☐ Job expectations, reporting structure, dress code and work hours
- ☐ Facility layout, including restrooms and employee amenities (lounge/break room, cafeteria)
- ☐ Facility and department fire escapes, pull boxes and extinguishers; disaster box, evacuation plan and map; EXIT signs
- ☐ Equipment/supply area
- ☐ ID badge
- ☐ Timekeeping:
 - o Tracked in Wand (set up by staffing agency); or
 - o Tracked in Kronos for departments using Kronos Advance Scheduling.
- ☐ System access. Examples:
 - Email
 - Internet/proxy
 - Department specific systems or programs
 - Telephone extension
- ☐ Organizational chart
- ☐ Name plate, if needed

Signatures:

Contingent Worker: _____ Date: _____

Intermountain Representative: _____ Date: _____

Return completed/signed form to a *RightSourcing* representative within two weeks of start date