



Navajo Nation
Legislative Branch
Office of Legislative Services

New Employee Orientation Checklist

EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Supervisor: _____

EMPLOYMENT PACKET

- Employee shall complete New Hire Packet:
 - Review and Sign: Navajo Nation Personnel Action Form (PAF)
 - Complete: Arizona New Hire Reporting Form (Middle Section Only)
 - Complete and Sign: Form W-4
 - Complete and Sign: Form W-9
 - Complete and Sign: Arizona Form WECI
 - Complete and Sign: Arizona Form A-4
- Employee shall complete Benefits Package at Admin. Building 1. (Permanent Employees Only)

INTRODUCTIONS AND TOUR

- Give introductions to department staff and personnel during tour.
 - Building 1 – Office of the Speaker
 - Building 2 – Office of Legislative Counsel
 - Building 3 – Council Delegates Office
 - Building 4 – Office of Legislative Services
 - Council Chambers
 - LOC Conference Room
- Tour of facility:
 - Emergency exits
 - Copy center
 - Fax machines
 - Printers
 - Mail room
 - Restrooms
 - Office supplies
 - Conference Rooms
 - Parking

TRAVEL POLICY

- Navajo Nation Employee Travel Policy and Procedures Handbook
- Navajo Nation Purchase Card Policies

- Office of Legislative Services – Travel Policies PowerPoint
- Office of Legislative Services – PCard Policies PowerPoint
- Office of Legislative Services – Travel Procedures
 - Sign Travel Procedures Acknowledgement Form

I have received a digital copy of the above Policies and Procedures Manuals.

PRINT NAME

DATE

SIGNATURE

DATE

PERSONNEL POLICIES

- Review key policies.
 - Anti-harassment
 - Vacation and sick leave
 - Leave of absence
 - Holidays
 - Time and leave reporting
 - Overtime
 - Performance reviews
 - Dress Code
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Confidentiality
 - Safety
 - Emergency procedures
 - Insurance
 - E-mail and internet use.
 - Cell Phone
 - Other: _____

I have received a digital copy of the Navajo Nation Personnel Policies Manual.

PRINT NAME

DATE

SIGNATURE

DATE

GENERAL ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
 - Office/Cubicle Work Station
 - Keys
 - Mail (Incoming and Outgoing)
 - Shipping (FedEx, DHL, or UPS)
 - Telephones (Ext., call forwarding, etc.)
 - Copying, Faxing, Scanning
 - Purchase Requests (Office supplies)
 - Navajo Nation I.D. Cards
 - Laptop/Equipment Agreement
 - Internet Agreement
 - Navajo Nation E-mail
 - Time Keeping / Basic Tour of Duty

OLS Website/Employee Tool Kit: <http://www.nnols.org/employee-tool-kit.aspx>

POSITION INFORMATION

- Introduction to Team
- Review Organization Chart
- Review Initial Job Assignments and Training Plans.
- Review Job Description and Performance Expectations and Standards.
- Received Department Information (Lists of committees, subcommittees, important #'s, etc.)

OTHER POLICIES AND PROCEDURES

- Navajo Nation Privacy and Access to Information Act
- Navajo Nation Family and Medical Leave Procedures
- Navajo Nation Title 2
- Office of Legislative Services Legislative Process Policy

ACKNOWLEDGEMENT (To be signed upon completion of all orientation items.)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

EMPLOYEE COMMENTS / FOLLOW-UP ITEMS:

Employee Name

Date