



Superior Court of Arizona

Pinal County

Court Human Resources

New Employee Orientation Checklist

Please complete this form with the new employee. Return to Court HR after all items have been completed.

PRINTED NAME:	DEPARTMENT:
NEW EMPLOYEE ONBOARDING: <input type="checkbox"/> All paperwork sent to County HR <input type="checkbox"/> Officers Only: CORP paperwork sent to Court HR <input type="checkbox"/> Attended County NEO (Date: _____) <input type="checkbox"/> Attended Court NEO (Date: _____)	COUNTY POLICIES & PROCEDURES: <input type="checkbox"/> Holiday/Vacation Leave/Sick Leave <input type="checkbox"/> Computer/E-Mail/Internet/Cellular Phone/Radio <input type="checkbox"/> Fitness Center Use <input type="checkbox"/> Other: _____
DEPARTMENT POLICIES & PROCEDURES: <input type="checkbox"/> Department/Position Specific Policies <input type="checkbox"/> Dress Code/Attire/Appearance/Uniforms <input type="checkbox"/> Emergency Evacuation Procedures (Other than Superior Court Building) <input type="checkbox"/> COJET Training (Position Specific) <input type="checkbox"/> Other: _____	COURT POLICIES & PROCEDURES: <input type="checkbox"/> Code of Conduct/Ethics <input type="checkbox"/> Judicial Merit Rules <input type="checkbox"/> Electronic Communications (E-mail/Internet) <input type="checkbox"/> Emergency Evacuation Procedures (Superior Court Building) <input type="checkbox"/> COJET Training (Requirements) <input type="checkbox"/> Other: _____
DEPARTMENT INFORMATION: <input type="checkbox"/> Department Organizational Structure <input type="checkbox"/> Department Mission and Vision <input type="checkbox"/> Department Job Performance Standards <input type="checkbox"/> Overview of Evaluation Process <input type="checkbox"/> Expectations and SMART Goals <input type="checkbox"/> Parking (Other than Superior Court Building) <input type="checkbox"/> Other: _____	COURT INFORMATION: <input type="checkbox"/> Court Organizational Structure <input type="checkbox"/> Tour of Courthouse <input type="checkbox"/> Parking (Superior Court Building) <input type="checkbox"/> Other: _____
PAYROLL INFORMATION: <input type="checkbox"/> Department Payroll Liaison <input type="checkbox"/> Pay and Holiday Calendar/Pay Periods <input type="checkbox"/> Paychecks/Direct Deposit <input type="checkbox"/> Other: _____	HOURS OF OPERATION/WORK SCHEDULE: <input type="checkbox"/> Work Location/Work Schedule/Work Hours <input type="checkbox"/> Lunch Break/Work Break <input type="checkbox"/> Overtime/Comp Time Policy <input type="checkbox"/> How & who to notify when late, sick, accident <input type="checkbox"/> Other: _____

Employee Signature

Date

Supervisor Signature

Date