

**OLD DOMINION UNIVERSITY
DEPARTMENT CHECKLIST FOR S**

_____ **Campus-** Point out the department/building in reference to other buildings on campus. Point out any other buildings and locations the employee may need to know. A tour of the campus is encouraged.

_____ **Parking** – Point out parking locations and

reporting line. The supervisor and the employee should then contact/notify the Department of Human Resources.

_____ **Smoking-** Smoking is not allowed in any university facility. Smoking is only permitted 20 feet away from any university building entrance. Show employee the designated smoking area for your building.

_____ **Telephone-** Explain how the telephone should be answered, which phones may be used for local personal calls and any restrictions on the use of cell phones during work. Personal long-distance phone calls are prohibited.

_____ **Service Expectations** – Review University Code of Ethics, Service Standards and departmental expectations regarding customer service and teamwork.

_____ **COOP/Emergency Operations Plan** – Review your department’s COOP/Emergency Operations Plan and