

County of Gloucester
Human Resources Manual

CHAPTER:	2 - RECRUITMENT AND PLACEMENT	ADOPTED: 3/7/06
SECTION:	7 - ORIENTATION	REVISED: 8/7/13

EXHIBIT C – ORIENTATION CHECKLIST

Employee Name	Date of Hire	Department
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Topic

HEALTH BENEFITS:

Medical
Prescription
Dental
Vision
Waiver

LEAVE TIME BENEFITS:

Sick Leave
Vacation
Administrative
Personal
Holiday
Military

OBLIGATORY BENEFITS:

Pension
Group Life Ins.
COBRA
(Exhibit E)
Disability

OPTIONAL BENEFITS:

Deferred Comp
SJ Credit Union
Section 125

DEPARTMENTAL:

HR Manual
HR Forms
Work Hours
Tardiness
Signing-in
Calling-in
Lunchrooms
Appearance

HUMAN RESOURCES:

EEO/AA
ID Cards
Internet Usage
NJ Civil Service Commission Exams
Job Postings
Working Test
Code of Ethics
Confidentiality
(Exhibit D)
Worker Comp.
Safety
Unions
(Exhibit G)

My signature acknowledges that each of the above subjects has been fully explained to me.

Employee

Date