



Cheney • Spokane

Human Resources
314 Showalter Hall
Cheney, WA 99004-2445

DEPARTMENT ORIENTATION CHECKLIST

Employee Name: _____ Employment Date: _____

Department: _____ Supervisor: _____

Table with 2 columns: Description, Date Completed, and Initials. Contains 10 numbered items for department orientation checklist.

Return Department Orientation Checklist to the Division of Human Resources, mail stop #SHW 314, within 30 calendar days of the date of employment.