

Orientation Plan Checklist

Secretarial Orientation Plan Checklist			
(Employee/Supervisor initial and date upon completion of activity)			
Activity	Employee	Supervisor	Date
Become familiar with ARS' mission			
Become familiar with ARS' organization			
Become familiar with location of ARS' offices, programs, and personnel			
Telephone Techniques			
Use of telephone equipment			
Procedures for answering telephone and placing outgoing calls			
Procedures for screening and routing incoming calls			
Introduction to ARS and outside agency telephone books			
Office Essentials			
Timekeeping (leave slips and timesheets)			
Procurement requests			
Training forms			
Personnel Action forms			
Travel			
Arrangements (vendor numbers, travel authorization)			
Airline tickets (ordering and pickup)			
Advance of funds and registration fees			
Vouchers and claims for reimbursement			
Government credit card application			
Correspondence			
Become familiar with Correspondence Handbook			
Routing procedures and location mail codes			
Copies (official file, etc.)			
Identify applicable software packages			
Identify Help contacts			
Supplies			
Location and how to order supplies			
Copies			
Where copiers are located/procedure for duplication services			
Where to get paper supplies			
Who to call for repairs/service			
Mail Distribution			
Location of mailroom			
FAX machine (location and telephone numbers)			
Procedure for sending and receiving FAX messages			
Pouch mail/interoffice mail/overnight mail delivery			
Congressional, Freedom of Information, and recorded mail			