



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, Initials. Contains 10 checklist items.

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