



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources

Bowling Green State University New Staff Orientation

Tour Guide Checklist

Staff's Name: _____ Title: _____

Department: _____ Tour Guide: _____

Return Checklists to the Office of Human Resources 2 weeks after employee's start date

Instructions: The tour guide and new employee should complete this checklist together. Please check off relevant items and sign and date the form acknowledging its completion.

Work Area Tour:

- ☐ Coworkers
- ☐ Restrooms
- ☐ Stairs
- ☐ Parking lots
- ☐ Smoking areas
- ☐ Classroom(s)
- ☐ Coffee / vending areas
- ☐ Eating / break areas
- ☐ Storage areas
- ☐ Copy & fax machines
- ☐ Supervisor office(s)
- ☐ Lockers / personal storage area
- ☐ Supplies
- ☐ Conference areas
- ☐ File / document storage
- ☐ Tools / equipment
- ☐ Mailroom / memo board / message system

Relevant Safety Information:

- ☐ Evacuation plans
- ☐ Location of fire extinguishers
- ☐ Keys & building/office access
- ☐ Campus & area safety & security
- ☐ Accidents & emergencies
- ☐ Hazardous Materials & MSDS
- ☐ First aid

Other Areas to Tour Pertinent to Position:

_____	_____
_____	_____
_____	_____

Signatures indicate that the employee has received and understands orientation training on the items above.

New Staff's Signature & Date: _____

Tour Guide's Signature & Date: _____