

**DCFS EMPLOYEE ORIENTATION CHECKLIST ADDENDUM
INSTRUCTIONS
CFS-1136**

PURPOSE: The DCFS Employee Orientation Checklist Addendum (CFS-1136) identifies tasks that must be completed during the orientation of a new DCFS employee or a rehire with at least a 6-month break in service. The CFS-1136 also provides a place to track the completion of all the orientation requirements. Finally, the form provides a document on which each person may certify completion of the orientation requirements involved.

COMPLETION: At the beginning of page 1, fill in the new employee's name, social security number, hire date, work location, and DCFS Area. Also fill in the name of the DCFS staff member conducting the orientation.

In Section I, initial the left-hand column as each orientation requirement is completed.

In Section II, initial the left-hand column as each orientation requirement is completed.

In Section III, initial the left-hand column as each orientation requirement is completed.

In Section IV, the new employee, the hiring official or immediate supervisor and the appropriate County Supervisor or Unit Manager should each type or print their names, sign and date the form to certify the completion of all the orientation requirements.

ROUTING: The routing for the DCFS Employee Orientation Checklist Addendum is as follows:

- One (1) copy to employee;
- One (1) copy to employee's Immediate Supervisor's file;
- Original copy to DCFS Personnel Office
- One (1) copy to DHS Personnel file.