

**SAM HOUSTON STATE UNIVERSITY  
DIVISION OF STUDENT SERVICES  
New Employee Awareness Program Checklist**

\_\_\_\_\_  
*New Employee Name*

\_\_\_\_\_  
*Employment Area (Department)*

\_\_\_\_\_  
*Supervisor's Name*

\_\_\_\_\_  
*Beginning Date of Employment\**

The following is a list of the different departments within the Division of Student Services at Sam Houston State University. Each new employee is required to make contact with the appropriate divisional department head to set up a brief tour of facilities and program orientation of that specific department. That orientation may be done by the department head themselves or their designee. *It is highly recommended that this task be accomplished within the first three months of the new employees' beginning date of employment.*

The representative of each department will sign and date when each visit has concluded. The hiring department's supervisor will follow through with the employee to ensure that the task is complete. Upon completion, the hiring department will keep the completed form in the internal files of that department.

\_\_\_\_\_  
*Vice President for Student Services*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Bearkat OneCard Services*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Counseling Services*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dean of Students' Office*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Health Services*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Lowman Student Center*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Recreational Sports & Activities*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Activities*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Students' Legal & Mediation Services*

\_\_\_\_\_  
*Date*

**Date of Program's Conclusion:** \_\_\_\_\_

*\*Based on or about the third day of employment, the supervisor and employee will review the program checklist.*