

Maryland State Department of Education
Division of Rehabilitation Services
WTC New Employee Orientation

This form has been developed to assist supervisors in orienting new employees to WTC. Its purpose is to ensure that employees in all areas are receiving the same basic information in orientation. Providing orientation to the topics below meets CARF standards. In addition to the below items, all departments are responsible for training their new staff in specific job operations and procedures as well as items specific to the nature of the work in the department. This orientation must occur **within the first 30 working days of employment**. This checklist must be signed and returned to the DORS Personnel Office.

Employee: _____ EOD: _____

Supervisor: _____

Check box after training on all topics covered under each title in the [WTC New Employee Orientation Guide \(RSM 6, Attachment 200-1\)](#) is completed:

- ☐ Mission
- ☐ Culture
- ☐ Person-Centered Practice
- ☐ Performance Measurement & Management System
- ☐ Risk Management Plan
- ☐ Strategic Plan
- ☐ Workforce Policies and Procedures
- ☐ On-the-Job Training
- ☐ Position Roles and Responsibilities
- ☐ Position Performance Expectations
- ☐ Communication Systems and Expectation

Employee's Signature / Date

Supervisor's Signature / Date