

**Park District of Oak Park
EMPLOYEE ORIENTATION CHECKLIST**

Employee _____ **Title** _____

Provided By _____ **Date Submitted** _____ **Date Returned** _____

AGENCY OVERVIEW (Executive Director)

_____ Agency Expectations
_____ Mission, Vision & Values
_____ History of Park District
_____ Culture

DEPARTMENT OVERVIEW (Hiring Manager)

_____ Job Description
_____ Board Relations & Meetings
_____ Meeting Calendar
_____ Agency Policy and Procedure Manuals
_____ Strategic / Annual Goals

FINANCE SYSTEMS/PROCEDURES (Finance Mgr)

_____ Budgeting
_____ Purchase Orders/Procurement Card
_____ Payroll / MSI Inquiry (*Payroll Asst.*)
_____ Fund Accounting
_____ Policies & Procedures
_____ Copier Use (*Executive Assistant*)

PLANS/STUDIES (Dir of Mktg & Cust. Service)

_____ Comprehensive Plan (*Diane*)
_____ Infrastructure Report (*Diane*)
_____ Capital Improvements Plan (*Kyle Cratty*)
_____ Trends from CMP
_____ Web Site Plan Resources

RISK MANAGEMENT (HR Safety Manager)

_____ Safety Manual
_____ PDRMA
_____ CPR & First Aid
_____ Driver's Check/Defensive Driving
_____ Hazardous Conditions
_____ Right to Know
_____ Loss Control Review

PARTNERS (Supt of Recreation)

_____ OPYBB
_____ AYSO
_____ Strikers
_____ Windmills
_____ WSSRA
_____ PDCC (*Director of Marketing & Cust. Service*)

BUILDING & GROUNDS (Supt. of B&G)

_____ Parks & Amenities
_____ Maintenance Work Orders
_____ Community Center Cleaning Service
_____ Park & Center Capital Projects

PUBLIC RELATIONS (Dir of Mktg & Cust.)

_____ Updates & Information
_____ Brochure
_____ E-News
_____ Kids Report
_____ Active Adult Newsletter
_____ Annual Highlights
_____ District Directions
_____ Procedures

HUMAN RESOURCES (HR Safety Manager)

_____ Culture
_____ P: Drive
_____ Employee Benefits
_____ Organizational Structure
_____ Orientation
_____ Hub (District Policies & Procedures)

PROJECTS (Project Mgr)

_____ Basecamp
_____ Accreditation
_____ MPower
_____ SurveyGizmo

FACILITIES (Hiring Manager)

_____ Hedges Admin Center
_____ Community Centers
_____ Parks
_____ Schools
_____ Mansions
_____ Conservatory
_____ Procedures

RESOURCES

_____ Business Cards (*Dir of Mktg & Cust. Serv*)
_____ Name Tag (*Director of Mktg & Cust. Service*)
_____ Phone Card (*Executive Assistant*)
_____ Keys (*Buildings & Grounds Assistant*)
_____ Office Supplies & Equipment (*Payroll*)
_____ Cell Phone & Computer (*IT Manager*)
_____ Voice Mail & E-mail (*IT Manager*)

Employee's Signature _____ **Date** _____