

JOB INDUCTION CHECKLIST

Employee's Name: _____

SSAN: XXX-XX-XXXX

Organization: _____ Osan AB, Korea

- () Welcome and introduction to co-workers and higher levels of supervision.
- () Review and discussion of position description.
- () Explanation of the work of the unit and the relationship between the employee's work and that of his or her co-workers.
- () Review of all materials, etc., which may be needed on the job, and an explanation of any relevant safety practices.
- () Explanation of the chain of command and points of contact for information and assistance.
- () Explanation of any customs or practices of the unit which may not be standard throughout the installation, such as hours of duty, lunch and authorized break periods, and approving officers for leave.
- () A tour of the work area and available facilities.
- () Identification and discussion of any areas of work with which the employee may not be familiar and for which he or she may require special attention or training.
- () Establishment of a definite schedule of assistance for the first few weeks or months of the employee's service.
- () Assignment of initial duties, encouraging the employee to ask questions.
- () Advise employee on NEO obligation, identify NEO Warden, and provide phone number.
- () It is required for all new employees to complete Green Dot training. The course is taught once a month. You enroll via the SharePoint at:
<https://osan.eis.pacaf.af.mil/51FW/Green%20Dot%20Training/SitePages/Home.asp>

(Signature of Employee)

(Signature of Supervisor)

(Date)

* PLEASE RETURN THIS CHECKLIST TO 51 FSS/FSCA, APO AP 96278-2065