

# *New Employee Orientation Checklist*



In conducting New Employee Orientations, presenters need to be ready with certain facts about the local and our union. Armed with facts, the presenter can provide a positive, informative message about AFGE and the local. Listed below are some minimum items the presenter should have ready to provide as well as some facts the presenter should know.

- + **Full Name of the Local** , *(some new employees won't know what "AFGE" stands for)*
- + **Names of Top Elected Officials of the Local**
- + **Listing of Officers and Stewards**, *(telephone numbers would be very helpful)*
- + **Structure of the Local**, *(how many officers and election cycle)*
- + **What Group(s) of Employees the Local Represents**
- + **Contract(s) the Local Holds**, *(bring some to provide)*
- + **Brief History of the Local**
- + **Brief Overview of What the Local Does**
  - H *Represents Unit Employees*
  - H *Negotiates Contracts*
  - H *Solves Work-Related Problems*
  - H *Lobbies for Employee Issues*
- + **Location of the Union Office and Office Hours**
- + **Committees of the Activity the Local Serves on**
- + **Basic Information about AFGE in General**, *(a handout could be helpful)*
- + **Items of Interest the Local is Currently Working on**
- + **Standard Forms 1187**, *(it's not improper to merely provide them, they're government forms)*