

**WV DEPARTMENT OF EDUCATION  
OFFICE OF HUMAN RESOURCES**

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**EMPLOYEE ORIENTATION CHECKLIST**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Office

\_\_\_\_\_  
Employment Date

**I have received, enrolled and/or been orientated on the following:**

- Public Employees Insurance Agency (PEIA) Benefits Shopper's Guide
  - ✓ Basic Life Insurance Enrollment Form (\$10,000)
  - ✓ Health Benefits Enrollment Form
  - ✓ Optional and Dependent Life Insurance Enrollment Form (Basic Life Required)
  - ✓ Group Life Insurance Evidence of Insurability (Minnesota Life)
  - ✓ Dependent Life Insurance Information Sheet
- Mountaineer Flexible Benefits
- Policies (1461, 2421, 5902)
  - ✓ Drug-Free Workplace Policy (1461)
  - ✓ Racial, Sexual, Religious/Ethic Harassment and Violence Policy (2421)
  - ✓ Employee Code of Conduct Policy (5902)
  - ✓ WV Division of Personnel Workplace Security Policy
- Employment Eligibility Verification I-9 (Two ids. Ex. Driver license/social security card)
- Fingerprinting
- Photo ID
- Employee Handbook
- United Bank "West Virginia Travel Card Application"
- Inventory, Travel, etc.

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Employee Signature

\_\_\_\_\_  
Date