

County of Gloucester  
Human Resources Manual

<b>CHAPTER:</b>	<b>2 - RECRUITMENT AND PLACEMENT</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>7 - ORIENTATION</b>	<b>REVISED: 5/22/24</b>

**EXHIBIT A – ORIENTATION CHECKLIST**

Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_ Department \_\_\_\_\_

**Topic**

**HEALTH BENEFITS:**

Medical  
Prescription  
Dental  
Vision  
Waiver

**LEAVE TIME BENEFITS:**

Sick Leave  
Vacation  
Administrative  
Personal  
Holiday  
Military

**OBLIGATORY BENEFITS:**

Pension  
Group Life Ins.  
COBRA-(Exhibit C)  
Disability

**OPTIONAL BENEFITS:**

Deferred Comp  
SJ Credit Union  
Section 125

**DEPARTMENTAL:**

HR Manual  
HR Forms  
Work Hours  
Tardiness  
Signing-in  
Calling-in  
Lunchrooms  
Appearance

**HUMAN RESOURCES:**

EEO/AA  
ID Cards  
Internet Usage  
NJ Civil Service Commission Exams  
Job Postings  
Working Test  
Code of Ethics  
Confidentiality - (Exhibit B)  
Worker Comp.  
Safety  
Unions - (Exhibit D)

My signature acknowledges that each of the above subjects has been fully explained to me.

Employee \_\_\_\_\_

Date \_\_\_\_\_