

ORIENTATION PROCESS

What You Can Expect on Your First Day

- Completing your Orientation paperwork with Human Resources. This will include the I-9 process, getting you set up on the Commission's health insurance plan, and understanding the Commission's work rules and regulations, including the Ethics Policy.
- You will need to bring your State of Ohio Driver's License or Commercial Driver's License (CDL), your Social Security Number (SSN) card, and the SSNs and birthdates of your dependents and spouse, if applicable, to the Orientation. If you want your paycheck to be directly deposited into your checking or savings account, you will need to bring your account information with you.
- For Toll employees, you will receive your work schedule and uniforms, as well as a more detailed Toll-specific orientation process.
- For Maintenance employees, you will receive a Maintenance-specific orientation process and uniforms, if applicable.
- Hours of work, leave opportunities and process, work responsibilities and expectations will be reviewed with each employee by his/her supervisor during their first week of employment.
- The need for an employee transponder, keys, badge, proximity card and/or other equipment will be determined during your first day of work.