

	TECHNICAL UNIVERSITY OF MOMBASA	
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	Title: DEPARTMENTAL ORIENTATION	
	Department: HUMAN RESOURCE MANAGEMENT	
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(To be filled in Duplicate and orientation to be done the first day of reporting)

Distribution: Original - Staff File
Duplicate - Departmental File

Name of the Department: _____	
Name of Employee: _____	
Designation: _____	
Grade: _____ Date of Appointment: _____	
PARTICULARS	REMARKS
Roles & Responsibilities	
Lines of Authority	
Departmental Functions & Aims	
Dress Code	
Work Space (Furniture & Equipment)	
Departmental Tour	
Restaurants within the University	

Oriented Officer

Signature Date

Orienting Officer

Designation

Signature Date

Chairperson of the Department

Signature Date

