

New Employee Orientation Checklist

EMPLOYEE INFORMATION			
Employee name:		Department:	
Position:		Supervisor:	
Hire Date		Dates of Orientation:	

PRIOR TO FIRST DAY	INITIALS	DATE
<input type="checkbox"/> Submit hire paperwork to HR.		
<input type="checkbox"/> Identify computer needs, submit documentation to IT for set-up.		
<input type="checkbox"/> Confirm start date and time with new employee.		
<input type="checkbox"/> Confirm who employee is to report to and where.		
<input type="checkbox"/> Describe dress code and parking to employee.		
<input type="checkbox"/> Provide employee with Employee Handbook.		
<input type="checkbox"/> Provide employee with Insurance paperwork.		
<input type="checkbox"/> Provide employee with copy of job description.		
<input type="checkbox"/> Email department/team/functional area of new hire.		
<input type="checkbox"/> Prepare workspace		
<input type="checkbox"/> Prepare initial work assignment(s)		
<input type="checkbox"/> Set-up meetings with critical people for employee first days/weeks.		

PEOPLE TO MEET WITH	DATE	TIME	ROLE
<input type="checkbox"/>			
<input type="checkbox"/>			

INITIAL WORK ASSIGNMENT(S)	TRAINER/OVERSIGHT
<input type="checkbox"/>	
<input type="checkbox"/>	

EMPLOYEE'S FIRST DAY	INITIALS	DATE
<input type="checkbox"/> Complete new hire paperwork		
<input type="checkbox"/> Tour facility and primary work areas		
<input type="checkbox"/> Introduce to key people		
<input type="checkbox"/> Job Description Review		
<input type="checkbox"/> Review Employee Handbook		
<input type="checkbox"/> Present initial work assignment(s)		

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POLICY REVIEW		SUPERVISOR INITIALS	EMPLOYEE INITIALS	DATE
<input type="checkbox"/>	Absences/Tardiness, Reporting Procedures			
<input type="checkbox"/>	Holidays			
<input type="checkbox"/>	Paid Time Off			
<input type="checkbox"/>	Timesheet/Payroll Procedures			
<input type="checkbox"/>	Complaint/Grievance Procedures			
<input type="checkbox"/>	Dress Code			
<input type="checkbox"/>	Email/Internet Usage			
<input type="checkbox"/>	Reporting Injuries or Illness/Worker's Comp			
<input type="checkbox"/>	"At-will" Employment			
<input type="checkbox"/>	Jury Duty			
<input type="checkbox"/>	FMLA/Maternity Leave/Leave of Absence			
<input type="checkbox"/>	Vacation Policy			
<input type="checkbox"/>	Retirement Plan			
<input type="checkbox"/>	Bulletin Board/Company Newsletter			
<input type="checkbox"/>	Office Equipment Usage			
<input type="checkbox"/>	Performance Reviews			
<input type="checkbox"/>	Drug Free Workplace Policy			
<input type="checkbox"/>	Disciplinary Action			
<input type="checkbox"/>	Probationary Policy			
<input type="checkbox"/>	Anti-discrimination/harassment			
<input type="checkbox"/>	Smoking/Tobacco Use			
<input type="checkbox"/>	Emergency Action Plan			
<input type="checkbox"/>	ADA Policy			
<input type="checkbox"/>	EEO Policy			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			