**New Hire: Orientation Checklist**

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| **EMPLOYEE** | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_ |
| **INFORMATION** | Position: \_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Orientation conducted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **FIRST DAY** | **1. [ ]** Provide employee with New Employee Workbook. |
| *(Human Resources)* | **2. [ ]** Assign "buddy" or “mentor “employee(s) to assist with general questions. |
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| **POLICIES** | **3. [ ]** Review key policies. |
| *(Human Resources)* | **[ ]**Anti-harassment**[ ]**Vacation and Sick **[ ]**FMLA/LOA**[ ]**Holidays**[ ]**Time reporting**[ ]**Overtime**[ ]**Performance reviews**[ ]**Dress code | **[ ]**Personal conduct **[ ]**Discipline Policy**[ ]**Security**[ ]** Confidentiality**[ ]**Safety**[ ]**Emergency procedures**[ ]**E-mail and Internet usage |

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| **ADMINISTRATIVEPROCEDURES** |     **4. [ ]** Review general administrative procedures. |
| *(Human Resources)* | **[ ]**Office/desk/work station**[ ]**Keys**[ ]**Mail (Incoming and Outgoing)**[ ]**Shipping (FedEx, Airborne and UPS)**[ ]**Business cards**[ ]**Purchase requests | **[ ]**Telephones**[ ]**Building access cards**[ ]**Conference rooms**[ ]**Picture ID badges**[ ]**Expense reports**[ ]**Office supplies |

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| **INTRODUCTIONSAND TOURS** *(Facilities)* |     **5. [ ]** Give introductions to department staff and key personnel during tour.    **6. [ ]** Tour of facility, including: |
| **[ ]**Rest rooms**[ ]**Mail rooms**[ ]**Copy centers**[ ]**Fax machines**[ ]**Bulletin board**[ ]**Parking | **[ ]**Printers**[ ]**Office supplies**[ ]**Kitchen**[ ]**Coffee/vending machines**[ ]**Emergency exits  |

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| **POSITIONINFORMATION***(Manager)* |     **7. [ ]** Introductions to team and department staff.    **8. [ ]** Review initial job assignments and training plans.    **9. [ ]** Review job description and performance expectations and standards.  **10. [ ]** Review job schedule and hours.  **11. [ ]** Review payroll timing, time cards (if applicable), policies and procedures. |
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| **COMPUTERS** *(Information Services)* | **12. [ ]** Hardware and software review, including: |
| **[ ]**E-mail**[ ]**Intranet**[ ]**MS Office suite | **[ ]**Internet**[ ]**Databases**[ ]**Data on shared drives |

**This orientation is provided to you for information and immediate reference.****This is to acknowledge that you have attended orientation and understand and agree to comply with the terms of your employment.****ACKNOWLEDGMENT: *(to be signed upon completion of all orientation items)*Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_*Return original to Human Resources - Copies to Manager and Employee*****Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_****Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

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