**New Hire: Orientation Checklist**

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| |  |  | | --- | --- | |  |  |  |  |  | | --- | --- | | **EMPLOYEE** | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_ | | **INFORMATION** | Position: \_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Orientation conducted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | **FIRST DAY** | **1. [ ]** Provide employee with New Employee Workbook. | | *(Human Resources)* | **2. [ ]** Assign "buddy" or “mentor “employee(s) to assist with general questions. | |  |  |  |  |  | | --- | --- | | **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 |  |  |  |  | | --- | --- | --- | | **ADMINISTRATIVE PROCEDURES** | **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 |  |  |  |  | | --- | --- | --- | | **INTRODUCTIONS AND 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 |  |  |  |  | | --- | --- | --- | | **POSITION INFORMATION** *(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. | | |  |  |  |  |  |  | | --- | --- | --- | | **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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