



New Employee Orientation Checklist

- Welcome the New Employee:** To be completed on the first day of employment.
It is important for the employee's immediate supervisor to be available on the first day of work to welcome the new employee and make initial introductions.
- Introduction to Team/Work Group
- Tour of Facilities:** To be completed on the first day of employment.
- Restrooms
- Cafeteria/Kitchen/Vending Machines
- Bulletin Board/Workplace Notices
- Tour of Facility, if applicable
- Smoking Location
- Time Clock
- Overview of Department:** To be completed on the first day of employment.
- Purpose
- Relationship to Other Departments
- Overview of Company:** To be completed on the first day of employment.
- History
- Culture
- Mission/Vision Statements
- Service(s)
- Resources for Company Information
- New Employee Paperwork:** To be completed on the first day of employment.
- New Employee Information Form
- Form W-4 and State/Local Tax Forms
- Form I-9
- Employee Handbook:** To be completed within the first week of employment.
- Provide copy to employee with instructions to read
- Review critical policies with employee
- Obtain signed receipt page from employee within one week of employment

Compensation and Benefits: To be completed within the first week of employment.
Review applicable fringe benefits with the employee. Provide employee with necessary paperwork to enroll.

- Pay Procedures (for example, payroll reporting, payday)
- Paid and Unpaid Leave
- Health/Dental/Vision/Life/Disability Insurances
- Retirement Benefits
- Tuition Reimbursement
- Other

Introduction to the Job: To be completed within the first week of employment.

- Work Space
- Work Hours, Breaks, Mealtimes, and Other Rules
- Equipment (for example, copier, fax machine)
- Telephone and Fax Numbers
- Mail and Overnight Delivery Service
- Keys, ID Badge/Card
- Business Cards
- Office Supplies
- Job Description, Duties, Responsibilities
- Performance Expectations/ Goals

On the Job Training: To be completed within the first week of employment.

- Computer System
- Log on
- E-mail
- Software Applications
- Telephone System
- Voice Mail
- Expense Reports

Safety Rules: To be completed within the first week of employment.

- Safety/Emergency Procedures
- Emergency Exits

The above information has been provided to me by my supervisor or designate:

Employee's Signature: _____ **Date:** _____

Supervisor/Manager's Signature: _____ **Date:** _____