

ORIENTATION CHECKLIST

EMPLOYEE NAME: _____

HIRE DATE: _____

NEW HIRE PAPERWORK:

- | | |
|---|---|
| <input type="checkbox"/> W-4 Form Complete | <input type="checkbox"/> Photo taken for Picture Wall |
| <input type="checkbox"/> I-9 Form Complete | <input type="checkbox"/> Fob or Key/Security Code |
| <input type="checkbox"/> Confidential Employee History Complete | <input type="checkbox"/> Cobra Initial Notice |
| <input type="checkbox"/> Agreement of Confidentiality Complete | |
| <input type="checkbox"/> Security Trade Agreement Complete | |

POLICIES AND PROCEDURES:

- | | |
|--|--|
| <input type="checkbox"/> Employee Handbook | <input type="checkbox"/> Signed Acknowledgement Form |
| <input type="checkbox"/> Drug Policy Explained | <input type="checkbox"/> Consent Form Signed |
| <input type="checkbox"/> Drug Test Completed | <input type="checkbox"/> Phone List |
| <input type="checkbox"/> Orientation Packet | |
| <input type="checkbox"/> Open Door Policy Explained | |
| <input type="checkbox"/> Complaint Procedures Reviewed | |

BENEFIT PRESENTATION:

- | | |
|--|---|
| <input type="checkbox"/> Vacation, Sick Leave and Holiday Policy Reviewed | <input type="checkbox"/> Holiday Schedule Given |
| <input type="checkbox"/> Medical Insurance Explained | |
| <input type="checkbox"/> Dental Insurance Explained | |
| <input type="checkbox"/> Life Insurance Explained (basic and supplemental) | |
| <input type="checkbox"/> 125 Cafeteria Plan Explained | |
| <input type="checkbox"/> LTD and AD&D Explained | |
| <input type="checkbox"/> 401(k) Plan Explained | |

BENEFIT FORMS RECEIVED:

- | | |
|---|---|
| <input type="checkbox"/> Medical Insurance Application Received/Declined | <input type="checkbox"/> Cafeteria Plan Form Received |
| <input type="checkbox"/> Dental Insurance Application Received/Declined | |
| <input type="checkbox"/> Life & Supp. Life Insurance Form Received/Declined | |
| <input type="checkbox"/> 401(k) Forms Received/Declined | |

TRAINING:

- ☐ Emergency Procedures
- ☐ Sexual harassment
- ☐ General Safety
- ☐ Hazard Communications