NEW EMPLOYEE ORIENTATION CHECKLIST

New Employee Name/Position/Start Date:

Person responsible for checklist/orientation:

Things to do before the new employee begins work

- ☐ Inform staff of new employee's pending arrival (name, title, start date).
- ☐ Have desk or office prepared with appropriate supplies.
- ☐ Have office key(s) ordered if applicable.
- ☐ Have long distance access code requested, if needed.
- ☐ Have a nameplate for the new employee ordered, if applicable.
- ☐ Instruct new employee on where to park.
- ☐ Assign trainer(s) if applicable.
- ☐ Add new employee to mailing list and/or emailing list.
- ☐ Establish email address for new employee if applicable.
- ☐ Order employee's business cards, if applicable.

Things to do on the employee's first day of work

- ☐ Introduce new employee to co-workers and managers.
- ☐ Show the employee her/his desk (or office) and where to store personal belongings.
- ☐ Introduce employee to any individual that may be involved in the job training.
- ☐ Give employee a copy of her/his job description, if applicable.
- ☐ Give employee office key/card and explain policy.
- ☐ Obtain W-4 and any other needed paperwork from employee.
- ☐ Provide a tour of the facility (location of restrooms, water fountain, kitchen, lounge).
- ☐ Explain procedures for time off (sick and vacation), holidays, etc.
- ☐ Explain paydays, method for paycheck distribution, date to receive first check.
- ☐ Discuss department dress expectations.
- ☐ Discuss performance standards/expectations (or make an appointment to discuss)
- ☐ Explain bonus system, if applicable.

(Things to do on first day of work, continued…)

- [ ] Provide a copy of the absence record card and explain how to request time off
- [ ] Explain how to call in cases of sickness/emergency
- [ ] Provide any resources needed if employee is disabled
- [ ] Explain procedure for reporting workplace injuries
- [ ] Discuss work hours, including lunch and breaks, and time cards/clock, if applicable.
- [ ] Explain overtime, if applicable.
- [ ] Explain probationary period, if applicable.
- [ ] Explain telephone and email/internet usage policies.
- [ ] Review fire and other emergency procedures.
- [ ] Show employee where supplies are kept.
- [ ] Explain the Smoking Policy.
- [ ] Discuss customer service philosophy, if applicable.
- [ ] Discuss confidentiality and ethics, if applicable.
- [ ] Provide an emergency numbers/contacts list.
- [ ] Discuss office security.
- [ ] Arrange to meet the new employee at the end of the day to answer any questions.

Things to do if the new employee is a supervisor

- [ ] Review the conduct and disciplinary guidelines and supervisor responsibilities.
- [ ] Review the sexual harassment policy and supervisor responsibilities.
- [ ] Review the performance appraisal system.
- [ ] Review the interviewing guidelines.

Additional notes