

## Checklist: New Hire Orientation

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

*To be completed within three days of the employee's start date.*

### Introduction to the Company

- Organization overview
- Corporate culture
- Company mission
- Corporate literature/video
- Organizational chart

### New-Employee Paperwork

- W-4 and state tax forms
- I-9 form
- Employee handbook

### Benefits and Compensation

- Health, life, disability insurance
- Retirement benefits
- Dependent care FSA
- Educational assistance
- Employee assistance program
- Pay procedures
- Salary increase/performance review process
- Incentive/bonus programs

- Paid and unpaid leave

#### Administrative Procedures

- Office/desk/workstation
- Computer username and password
- E-mail
- Keys/access card
- ID badge
- Mail (incoming and outgoing)
- Business cards
- Purchase requests
- Telephones
- Conference rooms
- Expense reports

#### Key Policy Review

- Anti-harassment/discrimination
- Vacation and sick leave
- FMLA/leaves of absence
- Overtime
- Dress code
- Personal conduct standards
- Progressive discipline
- Security
- Confidentiality
- Safety
- Injury reporting
- Emergency procedures

E-mail and Internet usage

Introductions and Tours

Department staff and key personnel

Tour of facility, including:

Restrooms

Mailroom

Copy centers, printers, fax machines

Bulletin board

Parking

Office supplies

Break rooms

Coffee/vending machines

Watercoolers

Emergency exits

**ACKNOWLEDGMENT: (to be signed upon completion of all orientation items)**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Return original to Human Resources - Copies to Manager and Employee**