Orientation Checklist For New Employees

Employee Name_____ Date of Hire: ____/____/____

Department:_____ Supervisor: _____

INTRODUCTION TO THE COMPANY

☐ Organization and its function

☐ Corporate Culture

☐ Company Mission

☐ Corporate Literature/Video

NEW EMPLOYEE PAPERWORK

☐ W-4 and State Tax Forms

☐ I-9

☐ Health, Life & Disability Insurance Enrollment Form

☐ Copy of Employee handbook

BENEFITS AND COMPENSATION

☐ Health, Life, Disability Insurance

☐ Retirement Benefit

☐ Educational Assistance

☐ Credit union

☐ Stock purchase plan

☐ Employee Assistance Program

☐ Child Care

☐ Pay Procedures

☐ Salary Increase/Performance Review Process

☐ Incentive/Bonus Programs

☐ Paid and Unpaid Leave

TRAINING SCHEDULED AND/OR COMPLETED

☐ Computer System

☐ Log on

☐ E-mail

☐ Software

☐ Telephone System

☐ Voice Mail

☐ Long-Distance Calls

OTHER ITEMS

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

MANAGER ORIENTATION CHECKLIST FOR NEW EMPLOYEES

INTRODUCTION TO WORK GROUP

☐ Tour Department and Important Places: Restrooms, Coffee Area, Cafeteria, Coat Area

INTRODUCTION TO THE ORGANIZATION (MAY BE HANDLED ON A SEPARATE DAY)

☐ History

☐ Product(s)/Service(s)

☐ Resources for Company Information

☐ Tour of Company

INTRODUCTION TO THE DEPARTMENT

☐ Purpose

☐ Relation to other departments ☐ Organization of department

☐ Procedures for leave, overtime, etc.

- Introduction to the Job

- Work space

- Work hours, breaks, mealtimes and other rules

- Equipment

- Telephone number

- Copier

- Mail

- Fax machine

- Tools

- Job Description

- Duties, Responsibilities, Purpose

- Handling Confidential Information

- Performance Expectations/Goals

- Promotions/Transfers

- Safety/Emergency Procedures

- Emergency Exit

- Injury Prevention

- Reporting Injuries

- Introduction to Mentor, Coach or Buddy

TRAINING

- Computer System

- Log on

- E-mail

- Software

- Telephone System

- Voice Mail

- Long-Distance Calls

- Training Opportunities

GENERAL

☐ Time sheet/Time card, if applicable

☐ Parking

☐ ID Card Credit Card(s)

☐ Bulletin Board and Newsletter

OTHER ITEMS

☐ _____

☐ _____

☐ _____

☐ _____