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

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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

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____