
Employee Orientation Checklist

Category 1: Prior to Start Date

- Personnel requisition form
- Application (signed and completed)
- Reference check information and interview notes
- Written offer of employment
- Training and paperwork documentation ready for start date
- Company literature
- An organizational chart and map of the building(s)
- A comprehensive employee handbook that details company policies, procedures, and standards
- A glossary of industry or company-specific terminology and acronyms
- A list of internal contacts for inquiries related to payroll, benefits, technical support, etc.

Category 2: Start Date Responsibilities

2a) Receive the Employee

- Review a copy of the employee's application
- Be familiar with the employee's experience, training, and education
- Review the job description with the employee, including the duties, responsibilities, and working relationships
- Provide employee with new-employee workbook
- Ensure employee signs all applicable documentation
- Direct deposit authorization form
- Fill out employee benefit forms
- Explain the total organization and how the employee fits in
- Ascertain future career goals of the employee
- Outline department specific goals and objectives

Review the Following:

- Probationary period
- Performance review process
- Salary increase
- Work hours, breaks, mealtimes, and other rules
- Equipment, such as telephone and copier machine
- Duties, responsibilities, purpose
- Handling of confidential information
- Performance expectations/goals
- Promotions/transfers
- Safety/emergency procedures (safety orientation checklist)
- Emergency exits
- Reporting injuries

2b) Welcome the Employee

- Introduce the new employee to co-workers
- Indicate to each co-worker what the new employee's position will be
- Explain the functions of each person to the new employee as you introduce them
- Tour the department, plant, and company
- Explain where the lavatories, coffee, and/or break areas and the parking facilities are located
- Set a time and date within one week to address any questions or concerns of the new employee and check progress

2c) Introduce the Employee

- Ensure the new employee's work area, equipment, tools, and supplies are prepared and available
- Have the employee sign for any tools, equipment, vehicles, etc. provided by the company
- Explain the levels of supervision within the department
- Provide the new employee with the necessary or required training (employee training plan)
- Review general administrative procedures
- Explain the hours of work, overtime procedures, call-in procedures
- Give the new employee the department telephone number
- Explain company products and services

Acknowledgement and Agreement

I, [employee name], acknowledge that I have read and understand the employer orientation checklist of [company name].

Name:	Signature:
Date:	