

## New Hire Orientation Checklist

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

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

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

### To be completed within three days of the new hire's start date

#### Company Overview

- Company culture
- Company vision
- Company mission
- Company literature/video
- Organizational/Leadership chart

#### New-Hire Paperwork

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

#### Total Rewards

- Health, life, disability insurance
- Retirement benefits
- Dependent care FSA/HSA
- Pay procedures
- 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)
- Purchase requests
- Telephones
- Conference rooms
- Expense reports

### **Policies & Procedures**

- 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 orientation)***

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

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

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