**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***