

## EMPLOYEE ORIENTATION CHECKLIST

*The checklist can be customized by you to ensure that a new employee gets a good start in the organization.*

### Welcome

- ✓ Welcome the employee to the organization and workplace.
- ✓ Have an informal conversation to put the new employee at ease.
- ✓ Provide an employee manual.
- ✓ Discuss the organization's mission statement or general goals.
- ✓ Describe the organizations structure.
- ✓ Review the organizations culture.
- ✓ Explore accommodation requirements.

### Workplace introduction

- ✓ Give a tour of the facility or department.
- ✓ Explain the function of the employee's department within the organization.
- ✓ Introduce employee to peers.
- ✓ Introduce employee to work area and immediate supervisor.
- ✓ Outline the reporting structure, indicating who the employee is to report to if immediate supervisor is absent.

### Job responsibilities

- ✓ Explain job duties and tasks.
- ✓ Review performance expectations.
- ✓ Review equipment and tools.
- ✓ Review safety issues, procedures and expectations.
- ✓ Give employee opportunities to ask questions about job responsibilities.

### Work conditions

- ✓ Confirm salary details:
  - \_\_\_ deductions
  - \_\_\_ benefit package
  - \_\_\_ health, life, disability insurance
  - \_\_\_ retirement benefits
  - \_\_\_ employee assistance program
  - \_\_\_ pay procedures
  - \_\_\_ salary increase and performance review process
  - \_\_\_ incentive and bonus programs
  - \_\_\_ paid and unpaid leave
  - \_\_\_ overtime
- ✓ Review conditions of probationary period.
- ✓ Review hours of work:
  - \_\_\_ daily start and end time
  - \_\_\_ break periods
  - \_\_\_ shift changes (if applicable)
  - \_\_\_ Rearranged hours of work

- ✓ Review staff amenities and facilities:
  - \_\_\_ employee parking
  - \_\_\_ employee entrance
  - \_\_\_ change areas/lockers
  - \_\_\_ washrooms
  - \_\_\_ employee lunch room or cafeteria
  - \_\_\_ security system, including location of:
    - \_\_\_ fire alarms
    - \_\_\_ fire extinguishers
    - \_\_\_ emergency exits
    - \_\_\_ service elevators
- ✓ Review staff discounts and perks.
- ✓ Give employee opportunities to ask questions about job conditions.

### **Work equipment**

- ✓ Cell phone/pager systems, usage restrictions, cost
- ✓ Computer system (e.g., log-on, e-mail, software)
- ✓ Telephone system (e.g., voice mail, long-distance calls)
- ✓ Tools and equipment
- ✓ Vehicles and usage policies

### **Policies and procedures**

- ✓ Review policies and procedures such as:
  - \_\_\_ dress code and grooming, uniform
  - \_\_\_ code of conduct
  - \_\_\_ sign-in and sign-out
  - \_\_\_ notification for lateness or absence
  - \_\_\_ customer service
  - \_\_\_ customer complaints
  - \_\_\_ difficult customers
  - \_\_\_ customers with special needs
  - \_\_\_ customers who violate laws or company policies
  - \_\_\_ accident reporting
  - \_\_\_ reporting damage to equipment
  - \_\_\_ emergencies
  - \_\_\_ harassment policy including complaint process
  - \_\_\_ personal telephone calls
- ✓ Give employee opportunities to ask questions about policies and procedures.

### **Evaluation and development**

- ✓ Describe the organization's training culture.
- ✓ Provide information on upcoming training seminars and programs.
- ✓ Describe the evaluation process and how it is connected to development.
- ✓ Give employee opportunities to ask questions about evaluation and development activities.