



New Hire: Orientation Checklist #1 (All)

EMPLOYEE Name: _____ Start Date: _____

INFORMATION Position: _____ Manager: _____

FIRST DAY 1. New Employee Handbook

(Human Resources) 2. Assign "buddy" employee(s) to assist with general questions.

POLICIES 3. Review key policies.

(Human Anti-harassment Personal conduct standards

Resources) Vacation and Sick Leave Progressive disciplinary actions

FMLA/Leaves of Absence Security

Holidays Confidentiality

Time and leave reporting Safety

Overtime Emergency procedures

Performance reviews Visitors

Dress code E-mail and Internet usage

ADMINISTRATIVE 4. Review general administrative procedures.

PROCEDURES

<i>(Human Resources)</i>	Office/desk/work station	Telephones
	Keys	Building access cards
	Mail (Incoming and Outgoing)	Conference rooms
	Shipping (FedEx, Airborne and UPS)	Picture ID badges
	Business cards	Expense reports
	Purchase requests	Office supplies



INTRODUCTIONS 5. Give introductions to department staff and key personnel during tour.

AND TOURS 6. Tour of facility, including:

<i>(Facilities)</i>	Rest rooms	Printers
	Mail rooms	Office supplies
	Copy centers	Kitchen
	Fax machines	Coffee/vending machines
	Bulletin board	Water coolers
	Parking	Emergency exits



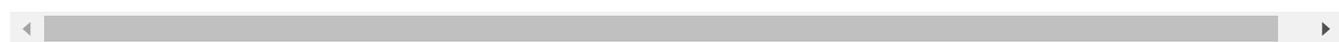
POSITION 7. Introductions to team and department staff.

INFORMATION 8. Review initial job assignments and training plans.

(Manager) 9. Review job description and performance expectations and standards.

10. Review job schedule and hours.

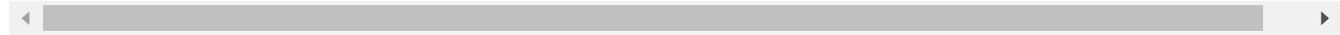
11. Review payroll timing, time cards (if applicable), policies and procedures.



COMPUTERS 12. Hardware and software review, including:

(Information)

E-mail	Internet
Intranet	Databases
MS Office suite	Data on shared drives



ACKNOWLEDGMENT: *(to be signed upon completion of all orientation items)*

Employee: _____ Date: _____

Manager: _____ Date: _____

Return original to Human Resources - Copies to Manager and Employee

Employee: _____ Date: _____

Manager: _____ Date: _____

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