Employee Orientation Checklist
By Alex Strickland

☐ Preparation for the First Day
- Make sure work station, office materials or other equipment are ready.
- Make sure computer and telephone access are prepared.
- Let other staff know new employee is starting.
- Talk with current members about the new employee's role and responsibilities.
- Plan who will do what in the new employee's orientation.
- Appoint and orient a work buddy.
- Make lunch plans for the first few days.
- Send and e-mail or post an announcement for other work groups about the new employee's arrival.
- Contact the Human Resources Department to schedule a new-hire appointment.

☐ First Day
- Welcome the new staff member upon their arrival.
- Describe the orientation plan for the first few days.
- Give the employee a copy of the e-mail announcing their arrival.
- Introduce the new employee to all key staff.
- Introduce the new employee to his/her work buddy.
- Show the employee to his or her work area.
- Give a quick tour of the facilities.
- Have an identification card made.
- Issue keys and equipment.
- Explain safety rules that are specific to your company.
- Order business cards, if appropriate.
- Share your company's vision, mission and values as well as its history.
- Distribute a staff list with telephone numbers.
- Give initial work assignment.
- Meet with the new employee at the end of the day to find out how the day went.
- Explain how the job is important and how it relates to the company and its goals.

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Second Day

- Define the department's function.
- Review reporting structures.
- Review the job descriptions and performance standards.
- Review the work schedule.
- Review the work procedures.
- Describe who and how to notify about sick and vacation leave.
- Discuss overtime need and assignments.
- Review procedures for handling confidential information.