Employee Orientation Checklist

Created: 12/29/2011

# Tasks:

☐ **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.**

☐ **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.**