

XYZ COMPANY

NEW EMPLOYEE ORIENTATION CHECKLIST

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Hire Date: \_\_\_\_\_

The following is a checklist of information necessary to orient the new employee to the job and company. Please check off each point, under your area of responsibility, as you discuss it with the employee. Return this checklist to the Human Resource Department within three days following employee placement in the job.

Department/ Person Responsible: Human Resource Department

Complete (X)

- 1. Sign in of new employee  
(employment application, W-4 tax form, I-9 requirements, benefits enrollment, etc.) \_\_\_\_\_
- 2. Review Employee Handbook (if available) \_\_\_\_\_
  - ◊ Handbook receipt returned \_\_\_\_\_
- 3. Review XYZ organization \_\_\_\_\_
  - ◊ XYZ Division organization chart \_\_\_\_\_
  - ◊ Main customer base \_\_\_\_\_
  - ◊ Recent sales history \_\_\_\_\_
  - ◊ Brief summary of other divisions \_\_\_\_\_
- 4. Compensation Practices/Benefits Review \_\_\_\_\_
  - ◊ Review of work hours \_\_\_\_\_
  - ◊ Break and lunch periods \_\_\_\_\_
  - ◊ Pay day (when?) \_\_\_\_\_
  - ◊ Starting rate of pay \_\_\_\_\_
  - ◊ Method of pay progression (during introductory period, merit, etc.) \_\_\_\_\_
  - ◊ Overtime pay eligibility \_\_\_\_\_
  - ◊ Benefits Programs (those applicable):
    - ✓ Medical \_\_\_\_\_
    - ✓ Life \_\_\_\_\_
    - ✓ Disability \_\_\_\_\_
    - ✓ Other: \_\_\_\_\_
    - ✓ Holidays \_\_\_\_\_
    - ✓ Vacation Policy \_\_\_\_\_
    - ✓ Retirement Program \_\_\_\_\_

## NEW EMPLOYEE ORIENTATION CHECKLIST

Complete (X)

4. Compensation Practices/Benefits Review (continued)

- Bonus Program \_\_\_\_\_
- Additional Employee Benefits \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Benefits eligibility requirements \_\_\_\_\_
- COBRA continuation \_\_\_\_\_
- Reminder for employee to notify in case of dependent, address, name change, etc. \_\_\_\_\_

5. Safety Requirements

- Reporting of accidents \_\_\_\_\_
- Location/ use of fire extinguisher \_\_\_\_\_
- Location of first-aid facility \_\_\_\_\_
- Safety eyeglass requirement \_\_\_\_\_
- Hazardous communication training and MSDS location \_\_\_\_\_
- Other: \_\_\_\_\_

6. Viewing of applicable operations and safety videos \_\_\_\_\_

7. Review of Quality Program and Philosophy \_\_\_\_\_

8. Describe and review applicable brochure or handout materials - safety, Employee Assistance Program, etc. \_\_\_\_\_

9. Facility Tour

- Key office areas (payroll, human resources, etc.) \_\_\_\_\_
- Plant tour \_\_\_\_\_
- Bulletin board locations \_\_\_\_\_
- Location of fax, copy machine, and mail areas (if applicable) \_\_\_\_\_
- Company parking area \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Representative

\_\_\_\_\_  
Date

XYZ COMPANY

HOURLY EMPLOYEE ORIENTATION CHECKLIST

Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

*Supervisor: The following is a checklist of information necessary to orient the new employee to the job in your department. Please check off each point as you discuss it with the employee and return this checklist to the Human Resource Department within three days following employee placement in the job.*

Complete (X)

1. RECEIVE THE NEW EMPLOYEE

- Review the job with employee including duties and expectations \_\_\_\_\_
- Discuss with employee overall role and job functions of the department. Review levels of supervision in the department. \_\_\_\_\_
- Confirm employee has received a copy of employee handbook (if available). \_\_\_\_\_
- Emphasize policies and procedures regarding:
  - ✓ Call-in when absent. \_\_\_\_\_
  - ✓ Reporting of work-related accidents. \_\_\_\_\_
  - ✓ Use of telephone (personal calls). \_\_\_\_\_
  - ✓ Clock in/clock out procedures. \_\_\_\_\_
  - ✓ Specific department procedures. \_\_\_\_\_

2. WELCOME THE NEW EMPLOYEE

- Introduce employee to group leader(s). \_\_\_\_\_
- Provide tour of department. \_\_\_\_\_
- Show employee location of:
  - ✓ Restrooms. \_\_\_\_\_
  - ✓ Lunchroom. \_\_\_\_\_
  - ✓ Locker area. \_\_\_\_\_
  - ✓ Fire extinguisher location/emergency exists. \_\_\_\_\_
  - ✓ First aid room/eye wash stations. \_\_\_\_\_
  - ✓ Stockroom/work supplies areas. \_\_\_\_\_
  - ✓ Other: \_\_\_\_\_

## HOURLY EMPLOYEE ORIENTATION CHECKLIST

Complete (X)

3. INTRODUCE THE NEW EMPLOYEE TO THE JOB

- Ensure employee's working area, equipment, tools and supplies are prepared and available. \_\_\_\_\_
- Coordinate and assign new employee required training. \_\_\_\_\_
- Explain hours of work and overtime procedures. \_\_\_\_\_
- Explain housekeeping responsibilities. \_\_\_\_\_

4. FUTURE FOLLOW-UP

- Date established within two weeks to cover any questions or concerns by new employee. Also to confirm employee understanding of job requirements and procedures.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date