

### New Employee Checklist

Employee Name		Title	
Start Date		Department	
Mentor		Completed by	

*It is our company's goal to make your transition into your new position a smooth and easy one. There are many things to learn, many people to get to know, and a lot of new information that needs to be absorbed. We hope that this checklist will help you with that transition. Welcome!*

- Complete all new hire paperwork
- Receive access code to building from HR
- Meet with Benefits Manager/HR to go over benefits and how to enroll
- Make contact with Mentor
- Meet with all Managers
- Complete Sexual Harassment and Preventing Employment Discrimination prior to completing 30 days of employment
- Receive login information for timekeeping
- Complete review of performance management tools with Manager, if applicable
- Review employee handbook and all relevant policies and procedures