

Orientation Checklist

Employee Name		Title	
Start Date		Department	
Mentor		Completed by	

Manager instructions: Please mark off (or date) each item after it has been completed. The following list contains information and activities that your department may want to cover with the new employee during the orientation process. Not all of the information listed below is applicable to every position or job.

Welcome and introduce the new employee to the department staff

- Mentor
- Manager

Review the new employees job responsibilities and expectations, which may include the following:

- Overview of the job duties and job description
- Outline of expectations for the new employee
- Departmental goals and individual goals
- The company's performance management tools, if applicable
- Department organizational chart
- Information security policy

Review any department policies and procedures, which may include the following:

- Department employee Handbook (Human Resources)
- Ordering supplies
- Emergency procedures
- In-going and out-going mail system
- Work travel or trips
- Department procedures
- Required meetings and general attendance requirements
- Work hours, lunch and break schedules
- Timekeeping
- Requests for time off and calling in sick
- Dress Code

Ensure that the new employee has obtained the following:

- Keys, security codes, passes
- Computer access to all relevant programs, including e-mail passwords
- Necessary office supplies, including business cards
- Department contact list and e-mails



Ensure the following are completed:

- Registered for or completed required training
- Enrolled in health benefits within the first 30 days of employment
- Schedule Meet and Greets with all Managers within the first 30 days