**New Hire Orientation Checklist**

|  |  |  |
| --- | --- | --- |
|  | **TASK** | **WHEN** |
| ✔ | **Day 1: Welcome and Orientation** |  |
|  | Introduce new hire to supervisor, key managers, and co-workers | Day 1 |
|  | **In-Office:** Tour the workspace and key office areas. Don’t forget to show the new hire the following:   * Break room and lunch area * Conference rooms * Supply area/copy machines * Restrooms * Emergency exit plan * Labor law posters | Day 1 |
|  | Complete critical new hire paperwork, such as:   * I-9 form (employment eligibility) * W-4 form (tax withholding) * Emergency contact form or Employee data sheet * Direct Deposit form | Day 1 |
|  | Give employee copies of key documents to review, such as:   * Company policies and/or employee handbook * Department phone list and/or org chart * Training and meeting schedule for the coming week * Computer login instructions and phone reference guide | Day 1 |
|  | Hold orientation video presentation (discuss company culture, mission, values, etc.) | Day 1 |
|  | Schedule time with supervisor to review job description and role | Day 1 |
|  | **First Week: Training and Review** |  |
|  | Schedule one-on-one meetings with key employees and managers; make sure daily meetings with peer mentor and lunches are scheduled. | Day 2 |
|  | Review cheat sheets, phone lists, office maps, and voicemail | Day 2 |

|  |  |  |
| --- | --- | --- |
|  | instructions to see if new hire has any questions or needs assistance. |  |
|  | Review org chart and company structure; share who does what. | Day 2 |
|  | Review company policies, labor law posters, and employee handbook, allowing new hire to ask questions before requesting signature. | Day 3 |
|  | Schedule new hire to shadow a peer for the day to see what a typical work day looks like. | Day 3-4 |
|  | Provide training on software systems and other job tools. | Days 2-5 |
|  | Schedule meeting at end of first week to check employee’s progress | Day 5 |
|  | Check with HR to identify any needs, concerns, issues, or ideas. | Day 2-5 |
|  | **Additional Tasks and Notes** |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Optional:*** *File this document in the employee personnel folder for reference.*