

Name:
Start Date:
Reports to:

Job Title:
Pay Rate:
Status (PT, FT, Salary, Hourly):

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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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

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	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.