**New Hire Orientation** Checklist

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|  | **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 |

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|  | **TASK** | **WHEN** |
|  | **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 instructions to see if new hire has any questions or needs assistance. | Day 2 |
|  | 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. | Day 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** |  |
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***Optional:*** *File this document in the employee personnel folder for reference.*