

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 |

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| | TASK | WHEN |
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| | 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.