

# Employee Orientation Checklist

By Alex Strickland

- Preparation for the First Day
  - Make sure work station, office materials or other equipment are ready.
  - Make sure computer and telephone access are prepared.
  - Let other staff know new employee is starting.
  - Talk with current members about the new employee's role and responsibilities.
  - Plan who will do what in the new employee's orientation.
  - Appoint and orient a work buddy.
  - Make lunch plans for the first few days.
  - Send an e-mail or post an announcement for other work groups about the new employee's arrival.
  - Contact the Human Resources Department to schedule a new-hire appointment.
- First Day
  - Welcome the new staff member upon their arrival.
  - Describe the orientation plan for the first few days.
  - Give the employee a copy of the e-mail announcing their arrival.
  - Introduce the new employee to all key staff.
  - Introduce the new employee to his/her work buddy.
  - Show the employee to his or her work area.
  - Give a quick tour of the facilities.
  - Have an identification card made.
  - Issue keys and equipment.
  - Explain safety rules that are specific to your company.
  - Order business cards, if appropriate.
  - Share your company's vision, mission and values as well as its history.
  - Distribute a staff list with telephone numbers.
  - Give initial work assignment.
  - Meet with the new employee at the end of the day to find out how the day went.
  - Explain how the job is important and how it relates to the company and its goals.

- Second Day
  - Define the department's function.
  - Review reporting structures.
  - Review the job descriptions and performance standards.
  - Review the work schedule.
  - Review the work procedures.
  - Describe who and how to notify about sick and vacation leave.
  - Discuss overtime need and assignments.
  - Review procedures for handling confidential information.