

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.