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| Sample New Employee Orientation Checklist |
| Employee Name: | Hire Date: | Department: |
| **C**hecklist should be completed and signed within 7 days ofstart date and maintained in the employeeHR file. |
| **Office Tour:**  |  Business Cards | **Customer Service:** |
|  Lunchroom/Kitchen |  Organization Chart |  Employee Satisfaction Survey |
|  Restrooms |  Assigned Mentor |  Customer Feedback |
|  Supply Storage |  Meet Co-workers |  Teamwork |
|  Copy Room | **Expectations for:** |  Key Customer Groups  |
|  Conference Room |  Voicemail |  Exceeding Customer Expectations |
|  Office Forms |  Email |  Dealing with Difficult Customers |
|  Fitness Center |  Confidentiality | **Performance Management:** |
|  Postage/Fax Machines |  Staff Meetings |  Job Descriptions |
|  Office Keys |  Meal/Break Times |  Annual Goals |
|  Office Calendar |  Recording of Hours Worked |  Performance Appraisal Process |
|  Telephone System/Extension |  Call-ins (who to call) |  Team Expectations |
|  Office Phone/Fax Number |  Injury Reports | **Benefit Information** |
|  Office Hours |  Competency Assessment |  Insurance |
|  Alarm System Code |  Continuing Education |  Retirement |
|  Computer Passwords |  Dress Code |  Paid Time Off |
| I received new employee orientation and understand each of the above policies and procedures.  I understand the importance of following these procedures in order to participate as a successful member of my department and ABC Business. |
| Employee Signature:  Date:   |
| Immediate Supervisor Signature:  Date:  |
| Courtesy: Thriving Small Business – thrivingsmallbusiness.com |

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