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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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