



ORIENTATION CHECKLIST THE FIRST DAY

Employee's Name: _____ **Department:** _____

Discussion
Completed

Item

- | | |
|-------|--|
| _____ | I. Word of Welcome |
| _____ | II. Tour |
| _____ | 1. Restrooms |
| _____ | 2. Eating Facilities |
| _____ | 3. Transportation facilities (e.g., parking lots, public transportation) |
| _____ | III. Location of Work Area |
| _____ | 1. Desk or work station |
| _____ | 2. Necessary supplies and equipment |
| _____ | 3. How to operate the telephone system |
| _____ | 4. Procedures for fire drills |
| _____ | IV. Health and safety Precautions |
| _____ | 1. First aid kit |
| _____ | 2. Fire extinguishers |
| _____ | 3. Emergency exits |
| _____ | 4. Keys |
| _____ | V. Introductions -- Who's Who? |
| _____ | VI. Employee Responsibilities |
| _____ | 1. Personal appearance; dress code |
| _____ | 2. Performance of duties |
| _____ | 3. Attendance/punctuality |
| _____ | 4. Confidential information |
| _____ | VII. Personnel policies |
| _____ | 1. Work hours; time sheets |
| _____ | 2. Breaks; lunch |
| _____ | 3. Vacations; holidays |
| _____ | 4. Leave (e.g., annual, sick, maternity, military) |
| _____ | 5. Pay procedures |
| _____ | 6. Who & when to call in case of illness, lateness, etc. |
| _____ | 7. Overtime policy |
| _____ | VIII. Pledge of Assistance; Words of Welcome |

(Supervisor's Signature)

(Employee's Signature)

(Date)



ORIENTATION CHECKLIST THE FIRST WEEK

Employee's Name: _____ Department: _____

Discussion
Completed

Item

- I. Overall organization; employee's relationship to the organization as a whole
- II. Employee's contribution to organization/department objectives
- III. Job content in detail; job description
- IV. Introductions -- Who's Who?
- V. Personnel Policies
- VI. Employee Responsibilities
 - 1. Performance evaluations
 - 2. Employee benefits (e.g., insurance retirement plan, paid leave, workman's compensation, unemployment insurance, etc.)
 - 3. Training opportunities
 - 4. Salary increase practices
 - 5. Transfer/promotion practices
 - 6. Probationary and disciplinary procedures
- VI. Terminology and Forms
- VII. Employee Handbook/Written Procedures
- VIII. Pledge of Assistance; Words of Welcome

(Supervisor's Signature)

(Employee's Signature)

(Date)

For a free, 30-minute consultation on how to implement a successful orientation program, [click here](#).