**NEW EMPLOYEE ORIENTATION CHECKLIST**

|  |  |
| --- | --- |
| **Employee’s Name:** | **ID No:** |
| **Job Title:** | **Date of Hire:** |

The information checked below has been given or explained to the employee by the HR Department or a manager/supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| COMPENSATION AND BENEFITS | | | |
|  | | | |
|  | Time sheet/card |  | Salary information |
|  | Payroll Procedures |  | Promotions |
|  | Medical Aid Information sheet |  | Maternity Leave / FR Leave |
|  | Pension Plan Information sheet |  | Annual Leave |
|  | Educational Assistance |  | Holidays |
|  | Credit Union |  | Absences/Tardiness |
| GENERAL | | | |
|  | | | |
|  | Mission Statement |  | Building access |
|  | Employee Handbook/Labor |  | Introduction to Security Guards |
|  | Agreement/Rules Booklet |  | Transportation |
|  | Disciplinary Procedures |  | Parking Facilities |
|  | Dress Code/Safety Requirements |  | Safety Booklet |
|  | Complaints, Discrimination |  | First Aid/Reporting Injuries |
|  | Grievance Procedures |  | Bulletin Board/Company Newsletter |
|  | Sexual Harassment |  | Voluntary Resignation Notice |
|  | Employment Contract |  | I.D. Card |

The following is a checklist of information necessary to orient the new employee to the job as well as the department and company. Please check off each point as you discuss it with the employee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECEIVE THE NEW EMPLOYEE** | | | | |
|  | | | | |
|  | | Review a copy of the employee’s application. Be familiar with the employee’s training, education and experience. | | |
|  | | Review the job description with the employee, including the responsibilities, duties and working relationships. | | |
|  | | Discuss with the employee the department division organisation and the unit organisation. Explain how the employee fits into the organisation. | | |
|  | | Find out the employee’s career goals and objectives. Relate them to the goals and objectives of their position and the department. | | |
|  | | Confirm that the employee has a copy of the Employee Handbook. Set aside at least two hours in the first week for the employee to read the Employee Handbook and to understand it. | | |
| **WELCOME THE NEW EMPLOYEE** | | | | |
|  | | | | |
|  | | Introduce the new employee to his/her co-workers. | | |
|  | | Indicate to each co-worker what the new employee’s position will be. | | |
|  | | Explain the functions of each person to the new employee as you introduce them. | | |
|  | | Show the new employee around: | | |
|  | | Tour the department, plant and company. | | |
|  | | Explain where the restrooms, break room/coffee station, parking facilities and all other facilities are located. | | |
|  | | Explain the various departments within the organisation and their interrelationship. | | |
|  | | Set a time and date, within one week, to cover any questions or concerns of the new employee and check on progress. | | |
| **INTRODUCE THE NEW EMPLOYEE** | | | | |
|  | | | | |
|  | Ensure the new employee’s work area, tools, equipment, and supplies are prepared and available. | | | |
|  | Have the employee sign for any equipment, tools, or vehicles, etc. provided by the company. | | | |
|  | Explain the levels of supervision within the department. | | | |
|  | Provide the new employee with the necessary or required training. | | | |
| Explain the use of: | | | | |
|  | Telephone | |  | Mail Procedures |
|  | Email | |  | Supply Procedures |
|  | Copy Machine | |  | Company Vehicles |
|  | | | | |
|  | Explain the hours of work, call-in procedure, overtime procedures. | | | |
|  | Give the new employee the department telephone number. | | | |
|  | Review the location of the department’s first aid equipment. | | | |
|  | Explain the Company’s Unique Selling Proposition. | | | |
|  | Explain the Company’s products and services. | | | |
|  | Explain company clients, customers, competitors and vendors. | | | |

Signature of HR/Manager/Supervisor Title

Department Date