

New Hire Checklist

EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Manager: _____

FIRST DAY

- ☐ Provide employee with Employee Handbook.
- ☐ Conduct a general orientation.

POLICIES

- ☐ Review key policies.
 - Anti-harassment
 - Vacation and sick leave
 - FMLA/leaves of absence
 - Holidays
 - Time and leave reporting
 - Overtime
 - Performance reviews
 - Dress code
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Confidentiality
 - Safety
 - Emergency procedures
 - Visitors
 - E-mail and Internet use

ADMINISTRATIVE PROCEDURES

- ☐ Review general administrative procedures.
 - Office/desk/work station
 - Keys
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, and UPS)
 - Business cards
 - Purchase requests
 - Telephones
 - Building access cards
 - Conference rooms
 - Picture ID badges
 - Expense reports
 - Office supplies

GENERAL ORIENTATION

- ☐ Give introductions to department staff and key personnel during tour.
- ☐ Tour of facility, including:
 - Restrooms
 - Mail rooms
 - Copy centers
 - Fax machines
 - Bulletin board
 - Parking
 - Printers
 - Office supplies
 - Kitchen
 - Coffee/vending machines
 - Cafeteria
 - Emergency exits and supplies

POSITION INFORMATION

- ☐ Introductions to team.
- ☐ Review initial job assignments and training plans.
- ☐ Review job description and performance expectations and standards.
- ☐ Review job schedule and hours.
- ☐ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

- ☐ Hardware and software reviews, including:
 - Email
 - Intranet
 - Microsoft Office
 - Data on shared drives
 - Databases
 - Internet