**[Company Name]**

**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 | • | Personal conduct standards |
|  | • | Vacation and sick leave | • | Progressive disciplinary actions |
|  | • | FMLA/leaves of absence | • | Security |
|  | • | Holidays | • | Confidentiality |
|  | • | Time and leave reporting | • | Safety |
|  | • | Overtime | • | Emergency procedures |
|  | • | Performance reviews | • | Visitors |
|  | • | Dress code | • | E-mail and Internet use |



**ADMINISTRATIVE PROCEDURES**

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



**GENERAL ORIENTATION**

 Give introductions to department staff and key personnel during tour.



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tour of facility, including: | • | Restrooms | • | Bulletin board | • | Kitchen |
|  | • | Mail rooms | • | Parking | • | Coffee/vending machines |
|  | • | Copy centers | • | Printers | • | Cafeteria |
|  | • | Fax machines | • | Office supplies | • 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 | • | Email | • | Microsoft Office | • | Databases |
| reviews, including: | • | Intranet | • | Data on shared drives | • | Internet |
|  |

