

## 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
  - Microsoft Office
  - Databases
  - Intranet
  - Data on shared drives
  - Internet