New Hire Checklist

**EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start date:</th>
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<table>
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<tr>
<th>Position:</th>
<th>Manager:</th>
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**FIRST DAY**

- [ ] Provide employee with Employee Handbook.
- [ ] Conduct a general orientation.

**POLICIES**

- [ ] Review key policies.
  - Antiharassment
  - 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