

New Employee Orientation Checklist

Use this checklist to ensure all the new employee orientation program items are completed for all hires.



Before the new hire reports for work:

- ☐ Inform where to report (office address)
- ☐ Identify reporting officer
- ☐ Inform immediate teammates who their new colleague will be
- ☐ Prepare telephone line and mobile line
- ☐ Prepare workstation, office stationery, and office equipment, hardware, and software licenses

During the Departmental Orientation Program

- ☐ Inform workdays, work hours
- ☐ Pay days
- ☐ Corporate dress code and grooming requirements
- ☐ Appraisal guidelines
- ☐ Break times
- ☐ Procedures for taking vacation leaves, sick leaves, and emergency leaves

During the General Orientation Program

- ☐ Welcome and introductions
- ☐ Orientation on the company's history, values, mission-vision
- ☐ Introduce the organizational chart
- ☐ Provide an overview of the various roles in the team
- ☐ Assign a buddy for the new hire
- ☐ Briefing on smoking policy, absenteeism, harassment, and fair use of office equipment
- ☐ Recommend learning and development program
- ☐ Explain company policy on cybersecurity, discipline

Required Paperwork

- ☐ Payroll forms and benefit forms
- ☐ Option to sign up for union membership
- ☐ Application for corporate bank account and credit card (for sales department only)

New Employee Orientation Guide

Richard Bales,Charlotte Garden



New Employee Orientation Guide:

New Employee Orientation Guide Alisa R. Charles, 2017-05-07 If you are looking for some new ideas for your new employee orientation program here are 90 ideas you can use right now before your next new hire quits With all the demands and ever changing priorities in Human Resources today it can be difficult to dedicate the time to focus on the new employee orientation process While many will agree that having a strong orientation program for new hires is important It often times can fall through the cracks thus leaving the new hire in some cases left to orientate themselves This guide will provide you with ideas that will Generate excitement and make your new employee feel good about their decision to join your company Assist your new hire in learning the culture and values of your company quicker Communicate expectations earlier in the process to ease anxiety and stress about starting with a new company Make your new hire feel as they are already a valued member of the team Inside the New Employee Orientation Guide 1 Several suggestions and ideas to assist you in ensuring you have the orientation BASICS covered 2 Additional orientation ideas that are much more CREATIVE and will help your program go above and beyond in making your new hires feel welcomed 3 Includes even BIGGER ideas that can transform your orientation process into the program you ve always wanted it to be Also included is a 6 step plan to assist you with implementing ideas that will work best for your organization

New Employee Orientation Training Karen Lawson, 2006 Contains exercises handouts assessments and tools to help you rapidly build a customised new employee orientation programme create both organisation wide and department level training become a more effective and efficient facilitator ensure training is on target and gets results This book gives you just what you need to make the most of your company s new employee orientation programme If you want to get your employees off to a good start and attract and retain stellar performers then this is the book to buy William J Rothwell Professor of HRD Penn State University Karen Lawson is an international consultant author and executive coach She has extensive consulting and workshop experience in the areas of management team development communication and quality service across a wide range of industries including financial services pharmaceutical chemical manufacturing health care and government

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Manager's Guide for New Employee Orientations United States. Internal Revenue Service, 1988

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Successful New Employee Orientation Jean Barbazette, 2007

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this book demonstrates how federal labor law is failing today's workers and disempowering unions how union jobs pay better than nonunion jobs and help to increase the wages of even nonunion workers and how when union jobs vanish the wage premium also vanishes At the same time the book offers a range of solutions from the radical such as a complete overhaul of federal labor law to the incremental including reforms that could be undertaken by federal agencies on their own

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