**TEMPLATE: NEW EMPLOYEE ORIENTATION CHECKLIST**

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| --- | --- |
| Name  | Start Date Company |
| Job Title | Orientation Date |
| Manager  | Trainer |

* Welcome the new employee in a warm and friendly manner and introduce yourself.
* Ask the employee how they prefer to be addressed. (Some people prefer nicknames)
* Tour the staff areas. Show the washrooms, staff facilities, parking, lockers (including lock) area, where to hang up their coat and secure belongings, etc.
* Tour the property, your department, etc. Explain the company’s culture, services and products. Introduce the employee to as many other employees as possible.
* Explain operational hours and days of the week, staff entrances and exits, including emergency exits.
* Provide an overview of their training schedule. Explain probationary period.
* Explain their work schedule, lunch and breaks schedule as well as absence, time reporting and payroll procedures.
* Explain who the employee is to see for help and to answer any questions.
* Take the employee for coffee and answer any questions he or she may have, and ensure that the employee has completed all employment paper work and start forms.
* Give the new employee a copy of the Employee Handbook. Request that they read it and sign/return the acknowledgment form at the back. Encourage them to ask questions.