

New Employee Orientation Checklist – For Managers/Supervisors/Mentors

Employees Name:	SSA#:
Job Title:	Date of Hire:

The Information checked below has been given or explained to the employee by the personnel department or a manager/supervisor.

COMPENSATION AND BENEFITS			
	Time Sheet		Performance Evaluations
	Payroll Procedures		Promotions
	Insurance Program Booklet		Transfers
	Pension Plan Booklet		Vacations
	Educational Assistance		Holidays
	Credit Union		Absences/Tardiness
	Stock Purchase Plan		Jury Duty
	Savings Bond Plan		Leaves of Absence
	Sick Benefits		Maternity Leave/FMLA Leave

GENERAL			
	Mission Statement		Ethics Statement
	Employee Handbook		Introduction to Security Guards
	Agreement/Rules Booklet		Transportation
	Disciplinary Procedures		Parking Facilities
	Dress Code/Safety Requirements		Safety Booklet
	Complaints, Discrimination		First Aid/Reporting Injuries
	Grievance Procedure		Bulletin Board/Company Newsletters
	Proprietary Information		Voluntary Resignation Notice
	Agreement		I.D Card

The Following is a checklist of information necessary to orient the new employee to the job as well as the department and company. Please check off each point as you discuss it with the employee.

RECEIVE THE EMPLOYEE	
	Review a copy of the employee's application. Be Familiar with the employee's experience, training and education.
	Review the job description with the employee, including the duties, responsibilities, and working relationships.
	Discuss with the employee the unit organization and the department division organization. Explain the total organization and how the employee fits in.
	Find out the employee's career goals and objectives. Relate them to the goals and objectives of their position and the department.
	Confirm that the employee has a copy of the employee handbook. Set aside at least 2 hours in the first week for the employee to read the employee handbook and to understand it.

Welcome the New Employee	
	Introduce the new employee to his/her co-workers
	Indicate to each co-worker what the new employee's position will be
	Explain the functions of each person to the new employee as you introduce him/her
	Show the new employee around
	Tour the department, plant, company
	Explain where the lavatories, coffee/break areas and the parking facilities are located
	Explain the various departments within the organization and their interrelationship
	Set a date and time, within one week, to cover any questions or concerns of the new employee and check on progress

Introduce the New Employee	
	Insure the new employee's work area, equipment, tools and supplies are prepared and available
	Have the employee sign for any tools, equipment, vehicles, etc. provided by the company
	Explain the levels of supervision within the department
	Provide the new employee with the necessary or required training
	Explain the hours of work, overtime procedures, call-in procedures
	Give the new employee the department telephone number
	Review the location of the departments first aid equipment
	Explain the company's unique selling proposition
	Explain the company's products and services
	Explain company customers, clients, vendors and competitors

Explain the USE OF:			
	Telephone		Mail procedures
	Email		Supply Procedures
	Copy Machine		Company Vehicles

Signature of Manager: _____

Date: _____