

New Hire Checklist



Employee Name: _____ Department: _____

Supervisor Name: _____ Hire Date: _____

To be completed within three days of the employee's start date

- Organization overview
- Organizational culture
- Organization mission/vision/values
- Organizational chart

- Business cards
- Purchase requests
- Telephones
- Conference rooms
- Expense reports

New-Employee Paperwork

- W-4
- State tax forms
- I-9 form
- Employee handbook

Benefits and Compensation

- Health, life, and disability insurance
- Retirement benefits
- Dependent care FSA
- Educational assistance
- Employee assistance program
- Pay procedures
- Salary increase/performance review process
- Incentive/bonus programs
- Paid and unpaid leave

Administrative Procedures

- Office/desk/workstation
- Computer username/password/email
- Keys/access card
- ID badge
- Mail (incoming and outgoing)

Key Policy Review

- Anti-harassment/discrimination
- Vacation/sick leave/PTO
- FMLA/leaves of absence
- Overtime
- Dress code
- Personal conduct standards
- Progressive discipline
- Safety, security & injury reporting
- Confidentiality
- Emergency procedures
- E-mail and internet usage

Introductions and Tour

- Department staff and key personnel
- Tour of facility, including:
 - Restrooms & breakrooms
 - Mailroom
 - Copy centers, printers, and fax machines
 - Bulletin boards
 - Parking
 - Office supplies
 - Emergency exits

Acknowledgement: (to be signed upon completion of all orientation items)

Employee Name: _____ Department: _____

Supervisor Name: _____ Hire Date: _____