

New employee Checklist

- Before new employee reports for work.
 - Make sure work station, office materials or other equipment are ready.
 - Make sure computer and telephone access are prepared.
 - Make sure job description is complete and ready.
 - Talk with current members about the new employee's role and responsibilities.
 - Plan who will do what in the new employee's orientation.
 - Appoint and orient a work buddy.
 - Make lunch plans for the two days, send invite for lunch in 30 days.
 - Post a short email introducing new employee to other departments.
 - Schedule new hire orientation meeting with the HR Department.
- First Day
 - Welcome the new staff member upon their arrival.
 - Describe the orientation plan for the first few days.
 - Give the employee a copy of the e-mail announcing their arrival.
 - Introduce the new employee to all employees.
 - Introduce the new employee to his/her work buddy.

- Show the employee to his or her work area, give a quick tour of the facilities.
- Explain the process for utilizing the electronic time clock, if appropriate.
- Have an identification card made.
- Issue key, badge, office supplies and office equipment.
- Explain safety rules that are specific to your company.
- Order business cards, if appropriate.
- Share your company's vision, mission and values as well as its history.
- Distribute a staff list with telephone numbers.
- Give work assignment for the day and for the week.
- Meet with the new employee at the end of the day to find out how the day went.
- Explain how the job is important and how it relates to the company and its goals.
- Second Day
 - Define the role of the department.
 - Review reporting structures.
 - Review the job descriptions and performance standards.
 - Review the work schedule.
 - Review the work procedures.

- Describe who and how to notify about sick and vacation leave.
- Discuss overtime need and assignments.
- Review procedures for handling confidential information.