Name of New Employee			
Job Title	Department		
First Day on Job / /	Supervisors Name		
Review Key Company Policies			
Standards of conduct	Time Off	Benefits	
Ethical conduct	Vacation policy	Health insurance	
Harrassment	Holidays	Life insurance	
Confidentiality	Sick days	Disability insurance	
Dress Code	Jury duty	Retirement plans	
Substance abuse	Other absences	Elective benefits	
email and Internet use			
Compensation	Promotions and Discipline	Risk management	
Work hours	Performance reviews	Security procedures	
Time sheet/card procedures	Discipline	Emergency procedures	
Overtime procedures	Termination	Visitors	
Payroll procedures	<b>⊢</b> ⊣	Safety regulation	
Breaks and meal periods		Injury reporting requirements	
Review Basic Company Operations			
Tour of Facility	Supplies and expenses	Facilities access	
Lunchroom/breakrooms	Expense reports	I.D./Security card	
Restrooms	Office supplies	Smoking regulations	
Parking facilities	Purchase requests	Parking cards	
Supply room	Budget requests	Computer sign-in and email access	
Photocopiers	Personal use of equipment	Telephone use	
Fax machine			
Departmental layout			
Review Basic Job Functions and Requirements			
Explain basic company organization chart			
Review job description with new employee			
Explain relationship between different departments			
Discuss job functions of co-workers			
Identify persons to seek out for assistance			
Introduce to co-workers			
Confirm that necessary supplies have been secured			
Review training schedule	Review training schedule		
Schedule follow up meeting in approximately a week for Q&A			

## **NEW HIRE CHECKLIST**