**NEW HIRE CHECKLIST**

**[Company Name]**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Start date:** |  |
| **Position:** |  | **Manager:** |  |

**First Day**

□ Provide employee with Employee Handbook.

□ Conduct a general orientation.

**Policies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review key policies  | • | Anti-harassment | • | Personal conduct standards |
| • | Vacation and sick leave | • | Progressive disciplinary actions |
| • | FMLA/leaves of absence | • | Security |
| • | Holidays | • | Confidentiality |
| • | Time and leave reporting | • | Safety |
| • | Overtime | • | Emergency procedures |
| • | Performance reviews | • | Visitors |
| • | Dress code | • | E-mail and Internet use |

**Administrative Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review general administrative procedures. | • | Office/desk/workstation | • | Telephones |
| • | Keys | • | Building access cards |
| • | Mail (incoming and outgoing) | • | Conference rooms |
| • | Shipping (FedEx, DHL, and UPS) | • | Picture ID badges |
| • | Business cards | • | Expense reports |
| • | Purchase requests | • | Office supplies |

**General Orientation**

□ Give introductions to department staff and key personnel during tour.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tour of facility, including: | • | Restrooms | • | Bulletin board | • | Kitchen |
| • | Mail rooms | • | Parking | • | Coffee/vending machines |
| • | Copy centers | • | Printers | • | Cafeteria |
| • | Fax machines | • | Office supplies | • | Emergency exits and supplies |

**Position Information**

**□** Introductions to team.

□ Review initial job assignments and training plans.

□ Review job description and performance expectations and standards.

□ Review job schedule and hours.

□ Review payroll timing, timecards (if applicable), and policies and procedures.

**Computers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hardware and software reviews, including:  | • | Email | • | Microsoft Office | • | Databases |
| • | Intranet | • | Data on shared drives | • | Internet |