



PT WORK Force™

## New Employee Orientation Checklist

New Employee Name: \_\_\_\_\_ Manager: \_\_\_\_\_

Note:

- New employee orientation needs to be completed **within the first week**.
- As you complete a “topic” note day and time completed.
- Make sure to give the new employee time alone to digest training.
- Make sure the new employee has lunch with someone each day this week.
- Submit completed and signed copy of this form to HR or new employee’s Manager.

Day 1 - 5			
Topic	Additional information Desired outcome	Day/Time Completed	Who
Welcome and introduction	<p>Welcome your new employee and provide them a copy of this checklist. Discuss our orientation program.</p> <p>Provide your new employee:</p> <ul style="list-style-type: none"> <li>• Background on the company</li> <li>• Review the company’s mission, vision, and values and provide employee with hard copies.</li> <li>• Use the company’s organization chart to review the teams and their functions</li> <li>• Introduce new employee to your team and to their “peer buddy”</li> </ul> <p>The employee has met their team and has a good overview and understanding of the organization.</p>		Manager
Administrative basics	Provide employee with hard copy of the company handbook. Make sure they have a key/passcode, parking instructions, entry badge and computer log-in information.		Manager
LUNCH	Make sure either you or your whole team has lunch with new employee on their first day.		Manager/Team
IT basics <ul style="list-style-type: none"> <li>▪ Log in, Inbox, network, folders access</li> <li>▪ Email signature</li> <li>▪ Introduction to system and sign on’s</li> <li>▪ Required trainings</li> <li>▪ Who to go to for help with technical issues</li> </ul>	<p>Employee feels comfortable locating policies and procedures on the computer. He/she knows where to go with any questions or need for help.</p> <p>Employee is able to log-in to computer and is set up for any needed training sessions or knows who to access training on the computer.</p>		Peer/Manager



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Safety basics <ul style="list-style-type: none"> <li>▪ Emergency exits</li> <li>▪ Assembly point</li> <li>▪ Basic PPE</li> <li>▪ Building access</li> </ul>	<b>Safety rules</b> are introduced. To be done by Safety Manager, if available on site, otherwise by the manager.		Safety Manager/ Peer/Manager
Other basics <ul style="list-style-type: none"> <li>▪ Tour of building &amp; afterhours access</li> <li>▪ Organization chart</li> <li>▪ Mail process</li> <li>▪ How the phone system works</li> </ul>	Employee can find his/her way around the office and knows where lunchroom and restrooms are located. Employee has hard copy of organizational chart and phone extension listing.  Employee has been shown how the mail system works.  Employee is able to place an outside call and use the phone system to talk with other employees		Peer/Manager
HR basics <ul style="list-style-type: none"> <li>▪ Benefits</li> <li>▪ Other details from the Offer letter</li> <li>▪ Payroll and holidays calendar</li> <li>Timekeeping</li> </ul>	The acknowledgment of receipt and of reading the Employee Handbook and Code of Conduct is signed by the employee. (as required by company) Benefits are explained and employee is enrolled. Employee is provided information on how to track his/her time, payroll dates and direct deposit and what holidays the company observes.  Introduce employee to any support tools and internet sites as appropriate.		HR Services or Manager
<ul style="list-style-type: none"> <li>▪ I-9 documentation</li> </ul>	I-9 is completed between employee and HR, manager to obtain acceptable documentation; <b><u>must</u></b> happen within 3 workdays.		Employee Manager HR Services
Respond to concerns, open questions	Schedule a time to meet each day for the first week with either you or the peer buddy to address any concerns and answer any questions. It is suggested that the peer buddy and the manager take turns doing this.		Peer/Manager