PT WORK Force™

New Employee Orientation Checklist

Employee Name _____

It's important that every new employee feels welcome on their first day. No one wants to come into a new job and not have the essentials at their desk. In order to make sure that happens, please complete the items below before your new employee arrives.

Contact those individuals most involved with the new employee and set up a time to meet within the first week on the job. Check the last column (or put down the date you requested) when you have completed the item.

Before your new employee arrives for their first day on the job, make sure you:

Submit **IT set-up form**	Make sure you request all the necessary IT equipment from the IT department or IT manager at least **TWO WEEKS** prior to the employee start date. This includes all the software new employee will need. IT will send the new employee's username and password to you.	Manager	
Tell the rest of the team	Advise your team of the new employee's name, role and start date. Encourage the team to welcome the new team member to the company and ask them to be available for questions.	Manager	
Tell the rest of the organization	Manager should advise the rest of the organization of the new hire (either by email or in the company newsletter). Make sure they know his/her start date, job title and where the employee will be located.	Manager	
Business Cards	Make sure business cards are ordered, proofed and on the new employee's desk **before** their start date.	Manager	
Identify a **peer buddy**	Find someone from your team that can act as a "buddy" that the new employee can go to with questions. (This person should be someone near in age and/or rank). There will always be something your new employee will need to know that has not been covered in the orientation. **Peer buddy is:**	Manager	
Set up workspace	You (or someone on your team) should make sure the new employee has everything they need in their workspace - include providing workstation, computer or other equipment, office supplies, telephone, resources needed to do the job.	Manager	

Send **"welcome email"** to your new employee	2-3 days before start date send a welcome aboard email. You should confirm the start time, advise you are looking forward to having them onboard and any details like where in the lot to park, dress code, where you will meet them, etc.	Manager	
Enroll employee in all obligatory/required learning	Employee should be enrolled for basic safety training. If more specific training is required manager needs to provide the list and insure training is set up.	Manager	
Plan introduction meetings	Arrange meetings with those the new employee will work most closely with through Outlook. If employee will be going to another work area to meet, make sure they know where this is. You should have this document ready for your new employee on their first day.	Manager	