

# New Employee Orientation

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## Orientation

A formal on-boarding process that begins on the first day of work is an essential component of a successful employment relationship. Without a new employee orientation program, the employee may be compelled to ask others for necessary information which may result in the new employee being misinformed.

A well-organized, formal orientation program enables employers to discuss important facts consistently with all employees, thereby increasing morale, and contributing to a more positive attitude.

**Welcome the New Employee:** (To be completed on the first day of employment)

It is important for the employee's immediate supervisor to be available on the first day of work to welcome the new employee and make initial introductions.

Introduction to Team/ Work Group

Introduction to Mentor

Mentor's Name: \_\_\_\_\_

**Tour of Facilities** To be completed on the first day of employment

Coat Closet

Restrooms

Cafeteria/ Kitchen/ Vending Machines

Bulletin Board/Workplace Notices

Tour of Facility (if applicable)

Employee Entrance/ Parking

Smoking Location

Time Clock

**Overview of Department:** To be completed on the first day of employment

Purpose

Relationship to Other Departments

Organizational Chart

**Overview of Company:** To be completed on the first day of employment

History

Culture

Mission/ Vision Statements

Company Literature/ Video/ DVD

Product(s)/ Service(s)

Resources for Company Information

**New Employee Paperwork:** To be completed on the first day of employment

New Employee Information Form

Form W-4 and State/Local Tax Forms

Form I-9

Non-compete/ Non-disclosure Agreements (if applicable)

**Employee Handbook:** To be completed within the first week of employment

Provide copy to employee with instructions to read

Review critical policies with employee (refer to New Employee Orientation slides for critical policies)

Obtain signed receipt page from employee within one week of employment

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**( ) Compensation and Benefits:** To be completed within the first week of employment

Review applicable fringe benefits with the employee. Provide employee with necessary paperwork to enroll.

- Pay Procedures (for example, payroll reporting, payday)
- Increases/Performance Review Process
- Incentive/Bonus Program
- Paid and Unpaid Leave
- Health/Dental/Vision/Life/Disability Insurances
- Section 125/FSA/Unreimbursed Medical & Dependent Care Expenses
- Model COBRA Continuation Coverage General Notice (must be provided to employees and qualified beneficiaries within 90 days of becoming covered under the plan)
- Retirement Benefits
- Stock Purchase Plan
- Tuition Reimbursement
- Credit Union
- Employee Assistance Program
- Other \_\_\_\_\_

**( ) Introduction to the Job:** To be completed within the first week of employment

- Work Space
- Work Hours, Breaks, Mealtimes, and Other Rules
- Equipment (for example, copier, fax machine)
- Machinery, if applicable
- Telephone and Fax Numbers
- Mail and Overnight Delivery Service
- Tools
- Keys, ID Badge/Card
- Business Cards
- Office Supplies
- Company Credit Card(s)/ Cellular Telephone/Laptop
- Job Description
- Purpose, Duties, Responsibilities
- Performance Expectations/ Goals

**( ) On the Job Training:** To be completed within the first week of employment

- Computer System
- Log on
- E-mail
- Software Applications
- Telephone System
- Voice Mail
- Expense Reports

**( ) Safety Rules:** To be completed within the first week of employment

- Safety/ Emergency Procedures
- Emergency Exits
- Injury Prevention
- Reporting Injuries
- Job specific safety training (if applicable)

The above information has been provided to me by my supervisor or designate:

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Employee's Signature

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Supervisor/Manager's Signature