

# New Employee Orientation Checklist

Use this checklist to ensure all the new employee orientation program items are completed for all hires.



## Before the new hire reports for work:

- ☐ Inform where to report (office address)
- ☐ Identify reporting officer
- ☐ Inform immediate teammates who their new colleague will be
- ☐ Prepare telephone line and mobile line
- ☐ Prepare workstation, office stationery, and office equipment, hardware, and software licenses

## During the Departmental Orientation Program

- ☐ Inform workdays, work hours
- ☐ Pay days
- ☐ Corporate dress code and grooming requirements
- ☐ Appraisal guidelines
- ☐ Break times
- ☐ Procedures for taking vacation leaves, sick leaves, and emergency leaves

## During the General Orientation Program

- ☐ Welcome and introductions
- ☐ Orientation on the company's history, values, mission-vision
- ☐ Introduce the organizational chart
- ☐ Provide an overview of the various roles in the team
- ☐ Assign a buddy for the new hire
- ☐ Briefing on smoking policy, absenteeism, harassment, and fair use of office equipment
- ☐ Recommend learning and development program
- ☐ Explain company policy on cybersecurity, discipline

## Required Paperwork

- ☐ Payroll forms and benefit forms
- ☐ Option to sign up for union membership
- ☐ Application for corporate bank account and credit card (for sales department only)

# New Employee Orientation Guide

**Ying-Ying Zheng**



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