

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)

Orientation Guide Template

Daryl Fischer, Laura B. Roberts



Orientation Guide Template:

Building Museum Boards Daryl Fischer, Laura B. Roberts, 2018-04-04 Templates for Trustees is a four part series designed by the Museum Trustee Association to focus attention on key processes and tasks of governance The books and web based customizable templates include tools that collect information and then guide the board in using that information to organize their thoughts identify their priorities and plan their actions All templates in the series have two parts a printed guide and an on line website Purchasers of the books have access to the ongoing assistance of MTA staff Building Museum Boards examines emerging practices in nonprofit governance including diversifying board composition improving board effectiveness and strengthening the governance committee The text and templates guide the governance committee through every step of the nomination and board building process including identifying and cultivating board prospects crafting job descriptions for members officers and committees ensuring compliance with conflict of interest standards and orienting and activating new board members The entire process is summarized in an interactive calendar *Surgical innovation and advancement in orthopedics* Paphon Sa-ngasoongsong, Toshimi Aizawa, 2024-01-02 **Developing Quality Technical Information** Gretchen Hargis, Michelle Carey, Ann Kilty Hernandez, Polly Hughes, Deirdre Longo, Shannon Rouiller, Elizabeth Wilde, 2004-04-06 The examples are excellent right on target and easy to understand and adapt Even those who don't adopt the entire procedure can profit from the parts but the greatest value will flow to those who adopt the whole Carolyn Mulford senior writer and editor of Writing That Works This is also a book that students can keep for their professional libraries because it will increase in its value to them after they leave class and face real life experiences on the job It is plain enough for them to understand while they are learning and at the same time comprehensive enough to support them as professionals Elizabeth Boling Instructional Systems Technology Indiana University It practices what it preaches Its guidelines are understandable and appropriate its examples clear It contains exactly what writers and editors need to know It is the book that I would have written Cynthia E Spellman Unisys The 1 guide to excellence in documentation now completely updated A systematic proven approach to creating great documentation Thoroughly revised and updated More practical examples More coverage of topic based information search and internationalization Direct from IBM's own documentation experts this is the definitive guide to developing outstanding technical documentation for the Web and for print Using extensive before and after examples illustrations and checklists the authors show exactly how to create documentation that's easy to find understand and use This edition includes extensive new coverage of topic based information simplifying search and retrievability internationalization visual effectiveness and much more Coverage includes Focusing on the tasks and topics users care about most Saying more with fewer words Using organization and other means to deliver faster access to information Presenting information in more visually inviting ways Improving the effectiveness of your review process Learning from example sample text screen captures illustrations tables and much more Whether you're a writer editor

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bone loading during prosthetic reconstruction **Handbook of Machine and Computer Vision** Alexander Hornberg, 2017-03-06 The second edition of this accepted reference work has been updated to reflect the rapid developments in the field and now covers both 2D and 3D imaging Written by expert practitioners from leading companies operating in machine vision this one stop handbook guides readers through all aspects of image acquisition and image processing including optics electronics and software The authors approach the subject in terms of industrial applications elucidating such topics as illumination and camera calibration Initial chapters concentrate on the latest hardware aspects ranging from lenses and camera systems to camera computer interfaces with the software necessary discussed to an equal depth in later sections These include digital image basics as well as image analysis and image processing The book concludes with extended coverage of industrial applications in optics and electronics backed by case studies and design strategies for the conception of complete machine vision systems As a result readers are not only able to understand the latest systems but also to plan and evaluate this technology With more than 500 images and tables to illustrate relevant principles and steps

Essentials of Aerial Surveying and Photo Interpretation Talbert Abrams, 2013-11-26 This book combines the knowledge and experience of the members of the instructional staff of the Abrams School of Aerial Surveying and Photo Interpretation Aerial mapping and reconnaissance had become vital by the middle of the second world war this is an instructional guide compiling all of the knowledge on the subject gathered up to the point Many of the earliest books particularly those dating back to the 1900s and before are now extremely scarce and increasingly expensive We are republishing these classic works in affordable high quality modern editions using the original text and artwork *Implant Dentistry - E-Book* Arun K. Garg, 2009-12-15 Get the practical information you need to add dental implants to your practice Dr Arun Garg a leading dental implant educator clinician and researcher uses a clear succinct writing style to inform and guide you through the full scope of dental implantology A patient focused approach covers surgical templates and techniques sterilization pharmacology bone biology complications and more A robust appendix offers handy information including insurance codes consent forms surgical tray set ups and food recipes for patients recovering from surgery A practical yet comprehensive approach covers all aspects of implant dentistry from patient history to post operative care with minimal use of jargon in an easy to read format Outstanding photos help you visualize and understand patient outcomes An appendix on post operative instructions includes a unique section on delicious yet recovery specific recipes [A Project Manager's Guide to Passing the Project Management \(PMP\) Exam](#) Brent W Knapp Pmp, 2010-02-03 Apply your project management skills to the unique challenges of information technology IT projects with strategies developed in the field by experienced IT project managers Discover critical success factors and hidden risks and get proven cost effective solutions This book addresses all areas of IT project management hardware software systems integration and human resources In addition the book addresses the role of the project manager at each phase of the project life cycle and helps you to gain the foundation experience techniques and tools to manage each

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