

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

RJ Shavelson



New Employee Orientation Guide:

The Enigmatic Realm of **New Employee Orientation Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **New Employee Orientation Guide** a literary masterpiece penned with a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those that partake in its reading experience.

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