

EMPLOYEE ORIENTATION CHECKLIST

*The following topics should be covered during orientations with employees who are new to their job because they have been **hired, rehired, transferred or promoted.***

Section I: Employee Status			
EMPLOYEE LAST NAME	FIRST	M.I.	JOB TITLE
EMPLOYEE IDENTIFICATION NUMBER	DEPARTMENT/LOCATION		DATE HIRED OR REHIRED
WAGE RATE \$ _____ per hour	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> REGULAR	<input type="checkbox"/> EXEMPT
SALARY \$ _____ per month	<input type="checkbox"/> PART TIME _____ hours per week	<input type="checkbox"/> TEMPORARY (APPROX TERM DATE _____)	<input type="checkbox"/> NON-EXEMPT
Section II: Employment Policy and Procedure (for newly hired or rehired employees)			
NAME OF PERSON CONDUCTING ORIENTATION			
INTRODUCTION	X		X
Ensure employment application form is signed/dated and all entries on form are completed by employee.		Explain details and importance of attendance policy and absence reporting procedures.	
Issue Employee Handbook or Personnel Policy Manual and obtain signature for "Acknowledgment" form.		Explain required dress and other appearance standards as well as wearing any protective clothing/safety equipment.	
Complete USCIS Employment Eligibility Verification (1-9) form.		Explain telephone policy and procedures, including using personal cell phones during working hours.	
Complete Tax Withholding (W-4) form.		Explain e-mail, Internet access, computer files, and other electronic communication policies	
Provide employee with direct deposit authorization (if available) to complete.		Show parking facilities and/or assign parking pass/sticker.	
Provide California sexual harassment pamphlet (DFEH-185) and have employee sign an acknowledgement of understanding and complying with company's policy against harassment.		Discuss other transportation possibilities such as carpools and public transportation.	
Confirm types of prohibited conduct including sexual or other forms of harassment.		Complete/send Report of New Employee(s) form to state unemployment agency.	
Provide California state disability and paid family leave pamphlets from the EDD, if applicable.		Other:	
COMPENSATION	X		X
Specify pay periods, work week and pay days.		Other:	
Confirm overtime pay practices and related obligations only if employee is non-exempt.		Other:	
Explain policies and procedures to record daily hours worked only if employee is non-exempt.		Other:	
Explain payroll deductions and identify all pay stub Abbreviations.		Other:	
BENEFITS	X		X
Review group insurance eligibility requirements and provide summary booklet(s) for each plan.		Other:	
Explain paid holiday policies and confirm eligibility Requirements.		Other:	
Explain sick leave policy/procedures and confirm eligibility Requirements.		Other:	
Explain vacation/leave of absence policies and request Procedures.		Other:	
Complete reverse side for ALL employees.			

Section III: Position Requirements

NAME OF SUPERVISOR CONDUCTING POSITION OVERVIEW

JOB INFORMATION			
Explain the purpose for the job and the essential responsibilities and duties of the position; and give copy of job description, if available.	X	Give employee name and telephone number of management person(s) to contact if ill or late.	X
Explain relationship of employee's job to others in the department and throughout the organization.		Other:	
Explain job performance standards (what is expected of employee).		Other:	
Describe performance review policy and procedures.		Other:	
SECURITY AND SAFETY			
Review procedures for opening and closing business and ensure employee has appropriate access to work area(s).	X	Explain alcohol and drug free workplace policies, smoking policy, workplace security procedures, and general housekeeping requirements.	X
Provide workers' compensation insurance brochure. Also provide pre-designation of personal physician form.		Explain and provide employee with copy of Illness and Injury Prevention Program and any other safety programs.	
Discuss emergency exit or evacuation procedures.		Confirm work injury reporting procedures.	
Point out location(s) of fire and other safety equipment.		Other:	
Discuss threats of workplace violence, earthquake and natural disaster procedures.		Other:	
ORGANIZATIONAL STRUCTURE			
Explain structure and basic operations of the organization.	X	Explain and provide employee with copy of department's operations and procedures manual(s).	X
Emphasize and explain employee responsibility for maintaining service quality standards.		Explain "Open Door" conflict resolution policies and Procedures.	
Explain the internal organization of the department.		Other:	
Introduce employee to managers and coworkers.		Other:	
Show restroom, break room, and other appropriate areas.		Other:	
MISCELLANEOUS			
	X		X

Section IV: Acknowledgement

All of the items checked on this form have been fully explained, are understood and are acceptable to me.

EMPLOYEE SIGNATURE

DATE

Return form to Human Resources after signed by employee.