

### ORIENTATION CHECKLIST

#### Before Day 1

- Give the new employee a “Welcome Package.” Include a letter to congratulate them on the new job, let them know how to report in on the first day, and give them guidelines on how to dress.
- Choose someone to act as a sponsor or mentor for the new employee.
- Set the employee’s workspace up with everything they might need.
- Let other employees know when the new employee will arrive, where they are coming from, and what they will be doing.

#### Day 1

- Introduce the new employee to their co-workers, other staff, and key personnel including senior managers.
- Give the new employee a tour of the company, their work area, and their department.
- Make sure the employee gets the keys, security codes, passes, and technology (laptop, phone, etc.) they need.
- Set aside time to eat lunch with the new employee and their sponsor or mentor on the first day, if possible.
- Review your company’s Environmental Health and Safety Information.
- Go over the following with the new employee:
  - a) **Expectations for the Job**
    - responsibilities that come with this job
    - overview of the job description and duties
    - role of the supervisor
  - b) **Departmental Procedures**
    - dress code and notes about appearance
    - guidelines about confidentiality
    - length of the probation period
    - pay schedule
    - role and standards for customer service
    - guidelines for personal calls and visitors
  - c) **Work Schedule**
    - work hours
    - lunch and break times
    - rules for overtime
    - rules around being on time
    - rules for using a time clock or time sheets
    - guidelines for storm days
    - guidelines for taking time off
    - rules around taking sick leave and reporting illness
  - d) **Important Information**
    - phone and email lists for all employees
    - schedules for staff meetings

#### Week 1

- Discuss the company’s policies and let the employee know how to access them.
- Go over the process the company uses for performance appraisals if you have one.
- Help the employee understand the company’s annual goals. Invite them to set their own performance and professional development goals.
- Talk about how the department works and go over these points:
  - department chart – highlight the names and duties of key personnel and who to contact if their supervisor is not available
  - history of the department
  - goals of the department
  - the department’s current and future needs, including its mission and vision
  - how the employee’s job fits into the company as a whole and contributes to its success and core values