

Employee Orientation Checklist

Date: _____

Employee Name: _____

Position: _____

Welcome and Introduction

- Welcome Meeting with HR
- Introduction to Company Culture
- Overview of Company Policies

Administrative Tasks

- Complete Employment Forms
- Set Up Payroll Information
- Review Benefits Package

Job-Specific Training

- Meet with Supervisor
- Review Job Responsibilities
- Complete Required Training Modules

Office Tour

- Tour of Facilities
- Introduction to Team Members
- Review Safety Procedures

Closing

- Schedule Follow-Up Meeting

Signature: _____