

Orientation Checklist for Temporary Positions

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on board as a temporary employee. Please find below the orientation checklist to help you get started:

- **Employee Documentation:** Complete all necessary paperwork.
- **Company Policies:** Review the employee handbook and policies.
- **Department Introduction:** Meet your team and supervisor.
- **Workspace Setup:** Set up your workstation and get your access credentials.
- **Training Sessions:** Attend any required training.
- **Health and Safety:** Review safety protocols and emergency procedures.
- **Benefits Overview:** Understand available benefits, if applicable.
- **IT Support:** Ensure all technical equipment is operational.

Please complete the checklist by [deadline]. If you have any questions, do not hesitate to reach out to your supervisor.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]