New Employee Orientation Checklist

Session date: [Date] | Location or link: [Room / Link] | Facilitator: [Name] | Number of attendees: [#] | Sites or departments represented: [List]

Times are for a full-day session starting at 9:00. For a half-day version, keep modules 1, 2, 4 and 7 and move the rest into week one.

FACILITATOR PREPARATION (ONE WEEK BEFORE)

- [ ] Confirm attendee list with recruiting and hiring managers; note any accommodation requests
- [ ] Book room or video session; test projector, audio, captions and screen sharing
- [ ] Confirm guest speakers and their time slots in writing
- [ ] Prepare welcome packs: agenda, org chart, key contacts, handbook link, benefits guide
- [ ] Print sign-in sheet and acknowledgment forms, or set up the e-signature flow
- [ ] Arrange food and dietary options; confirm break times
- [ ] Send attendees a reminder with time, place, parking, what to bring and the dress code

MODULE 1, 9:00 TO 9:30: WELCOME

- [ ] Facilitator welcome and housekeeping: restrooms, exits, breaks, Wi-Fi
- [ ] Round of introductions: name, role, team, one fact
- [ ] Overview of the day and what happens after orientation

MODULE 2, 9:30 TO 10:30: THE ORGANIZATION

- [ ] Leader welcome (10 minutes, live or recorded)
- [ ] What the company does, who the customers are and how it makes money
- [ ] Mission, values and two or three real stories that show them
- [ ] Organization structure and how departments work together
- [ ] Current priorities for this year

MODULE 3, 10:45 TO 11:45: PAY, TIME AND BENEFITS

- [ ] Pay schedule, how to view pay stubs, and who to contact about pay errors
- [ ] Timekeeping: clocking in and out, meal and rest breaks, overtime approval (non-exempt roles)
- [ ] Benefits overview, eligibility date and enrollment deadline
- [ ] Paid time off, sick leave and holiday schedule
- [ ] Retirement plan enrollment and matching

MODULE 4, 11:45 TO 12:30: POLICIES THAT MATTER ON DAY ONE

- [ ] Attendance and call-out procedure
- [ ] Code of conduct and how to raise a concern, including anonymous options
- [ ] Anti-harassment and anti-discrimination policy and reporting routes

- [ ] Acceptable use of systems, data privacy and confidentiality
- [ ] Dress code, phone use and social media rules
- [ ] Collect handbook acknowledgment

MODULE 5, 1:15 TO 2:30: SAFETY AND REQUIRED TRAINING

- [ ] Emergency procedures, evacuation routes and assembly points
- [ ] Injury reporting and workers' compensation basics
- [ ] Role or site-specific safety training required before starting work
- [ ] State-mandated training scheduled or completed (for example harassment prevention)
- [ ] Security: badges, visitors, clean desk, phishing

MODULE 6, 2:45 TO 3:45: TOOLS AND SYSTEMS

- [ ] HR self-service portal: personal details, tax forms, pay stubs, time off requests
- [ ] Email, chat and calendar basics
- [ ] Learning platform: how to find and complete assigned training
- [ ] Where to get IT help

MODULE 7, 3:45 TO 4:30: NEXT STEPS

- [ ] What the next 30 days look like: training plan, buddy, first check-ins
- [ ] Q&A with HR
- [ ] Hand-off to managers or trainers
- [ ] Orientation evaluation completed

ATTENDANCE AND ACKNOWLEDGMENT RECORD

Employee name

Employee ID

Department and manager

Modules completed

- [ ] All
- [ ] Partial, see notes
- [ ] Handbook acknowledgment signed
- [ ] Required training completed or scheduled

Notes and follow-ups

Employee signature

Date

Facilitator signature

Date

Date

ORIENTATION EVALUATION (ATTENDEE)

How useful was today, from 1 (not useful) to 5 (very useful)?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Which module was most useful?

What was missing or unclear?

Do you know who to contact with a pay or benefits question?

☐ Yes ☐ No