**NEW HIRE CHECKLIST**

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| **Employee Information** |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Start Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Manager: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **First Day** |

☐ Conduct a general orientation

☐ Provide access to [insert company apps/softwares etc]

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| **Policies** |
| ☐ Review key policies | * *[add company policies]*
 | * *[add company policies]*
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| **Administrative Policies** |
| **☐** Review General Administrative Procedures | * Work Station
* Business Cards
* Telephones
* Access Cards
 | * Purchase Requests
* Expense Reports
* Office Supplies
* Shipping (FedEx, DHL etc.)
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| **General Orientation** |
| ☐ Give introductions to staff and key personnel during tour |
| ☐ Tour of Office, including: | * *[add office facilities]*
 | * *[add office facilities]*
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| **Position Information** |
| ☐ Introductions to team☐ Review initial job assignments and training plans☐ Review job description and performance expectations and standards ☐ Review job schedule and hours☐ Review payroll timing and benefits |

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| **Computers** |
| ☐ Hardware and software: | * Email
* Shared Drives
 | * *[add any other apps used by the company]*
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