**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]* |