**Orientation Checklist**

Employee:

Manager:

1. Employee file
   1. Résumé \_\_\_\_\_
   2. Employment contract \_\_\_\_\_
   3. Next of Kin notification form \_\_\_\_\_
   4. Tax information \_\_\_\_\_
   5. Banking/payroll information \_\_\_\_\_
   6. Non-disclosure/confidentiality agreement \_\_\_\_\_
   7. Media use agreement \_\_\_\_\_
   8. Other paperwork/licenses/credentials/agreements \_\_\_\_\_
2. Geographic orientation
   1. Parking and office location \_\_\_\_\_
   2. Workplace access control (keys/swipe cards) \_\_\_\_\_
   3. Safety brief and OHS guidelines \_\_\_\_\_
   4. Map - physical orientation/walk-around \_\_\_\_\_
   5. Introductions/organizational chart \_\_\_\_\_
   6. Office march-in \_\_\_\_\_
   7. Supplies and equipment \_\_\_\_\_
3. Virtual access
   1. Computer/Login credentials/network access \_\_\_\_\_
   2. Email \_\_\_\_\_
   3. Printing access \_\_\_\_\_
   4. Phone and voicemail access \_\_\_\_\_
   5. Software keys \_\_\_\_\_
4. Office procedures
   1. Work schedule \_\_\_\_\_
   2. Break times \_\_\_\_\_
   3. Communication guidelines \_\_\_\_\_
   4. Cleaning/common area access & duties \_\_\_\_\_
   5. End of day procedures \_\_\_\_\_
5. Intake Interview
   1. Initial interview \_\_\_\_\_
   2. Review job description \_\_\_\_\_
   3. Provide onboarding plan \_\_\_\_\_
   4. Provide training plan \_\_\_\_\_
   5. Employee handbook \_\_\_\_\_
   6. Assign mentor \_\_\_\_\_

Employee Signature: Date:

Manager Signature: Date: