**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: