

ORIENTATION CHECKLIST

Employee:

Manager:

ACTION ITEM	Manager Initial	Employee Initial	DATE COMPLETE	
			In	Out

Employee file				
Résumé				
Employment contract				
Next of Kin notification form				
Tax information				
Banking/payroll information				
Non-disclosure/confidentiality agreement				
Media use agreement				
Other paperwork/licenses/credentials/agreements				

Geographic orientation				
Parking and office location				
Workplace access control (keys/swipe cards)				
Safety brief and OHS guidelines				
Map - physical orientation/walk-around				
Introductions/organizational chart				
Office march-in				
Supplies and equipment				

Virtual access				
Computer/Login credentials/network access				
Email				
Printing access				
Phone and voicemail access				
Software keys				

Office procedures				
Work schedule				
Break times				
Communication guidelines				
Cleaning/common area access & duties				
End of day procedures				

Intake Interview				
Initial interview				
Review job description				
Provide onboarding plan				
Provide training plan				
Employee handbook				
Mentor Assignment				

Other items/comments:

Manager signature: _____

Date: _____

Employee Signature: _____

Date: _____