

## New Employee Orientation Checklist

### TIPS FOR MANAGERS/SUPERVISORS ON ORIENTING NEW EMPLOYEES

**Congratulations!** on obtaining a new employee. In an effort to help you and your employee get off to a good start, here are some tips to focus on a personal orientation:

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

- Share and discuss job description and organizational chart
- Introduce the new employee to co-workers, contacts, etc. / Walk Around
- Provide keys, if applicable
- Provide ID Badge, if applicable
- Provide office directory / phone list
- Introduce internal office procedures
- Discuss mandatory training requirements and timelines
- Discuss Emergency Preparedness role and training requirements
- Discuss time and attendance – time sheets / time statements, work schedule, call-in procedures, leave requests / approvals, etc.
- Introduce Sharepoint / DHH Net website, <http://dhhnet/Pages/Home.aspx>
- Conduct PES Planning Session and forward copy to HR (within 90 days of appt)
- Human Resources representative \_\_\_\_\_
- Other (specify): \_\_\_\_\_

NOTES: \_\_\_\_\_

**DO NOT RETURN THIS FORM TO HUMAN RESOURCES**

**REMEMBER:** A good beginning goes a long way, so don't put it off!