

New Employee Orientation (Sequence)

Employee Name:	
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Activity	Initial/Date
Sequence Website Information: <ul style="list-style-type: none"> • Provide employee with location link, login, and navigation • Discuss Site Menu categories and where to find specific information 	
Sequence Email Information: <ul style="list-style-type: none"> • Provide employee with location link, login options (from link or website), and navigation (if needed) NOTE: Employee should login at a minimum daily to check for new company emails information/communications.	
Sequence OpenAir Information: <ul style="list-style-type: none"> • Provide employee with location link, login options (from link or website), and navigation (if needed). Train on SOP-020. • Discussion of process and Due Dates (completion and approval) as needed 	
Sequence ADP/Payroll Information <ul style="list-style-type: none"> • Provide employee with location link, login options (from link or website), and navigation (if needed) • Discussion of process 	
Sequence LMS Training <ul style="list-style-type: none"> • Train on SOP-016 for system training • Train on Sequence core SOPs/Policies/PPPs (refer to the Employee Training Matrix) 	
General GxP/CFR Training <ul style="list-style-type: none"> • Train on GxP/CFR PowerPoint presentation • Read 21 CFR Part 11 (hard copy or link to be provided) 	
LinkedIn Profile Updated and/or created <ul style="list-style-type: none"> • Provide employee with standardized Sequence wording samples which may be used to update their LinkedIn profiles 	

Note: After the required probationary period has been completed, employee will have a “review” with their Manager to discuss the employees’ status, any issues, or additional questions from either the employee or Sequence.

Note: The completed checklist must be submitted to the Training Coordinator.