

CHECKLIST FOR NEW-EMPLOYEE ORIENTATION

These checklists are created for the purpose of ensuring that the newly hired employee has been properly oriented into the company and that he or she has achieved all of the necessary steps and introductions, and has attended all necessary programs prior to the official start of his or her official employment at the company.

An example of a basic new-employee orientation checklist has been provided below:

NEW HIRE ORIENTATION CHECKLIST FOR [COMPANY'S NAME]

A. GENERAL INFORMATION

Name of New Hire: [LAST NAME], [FIRST NAME] [MIDDLE NAME]

Gender: [MALE OR FEMALE] Date of Birth: [DATE] Age: [NUMBER]

Current Address: [STREET ADDRESS] [CITY, STATE/PROVINCE] [ZIP CODE]

Contact Number: [CONTACT NUMBER] Email Address: [EMAIL ADDRESS]

Date of Hire: [DATE] Estimated Employment Period: [DATE] to [DATE]

Job Position: [SPECIFY JOB POSITION] Department: [SPECIFY DEPARTMENT HERE]

Name of Employer : [LAST NAME], [FIRST NAME] [MIDDLE NAME]

Name of Supervisor: [LAST NAME], [FIRST NAME] [MIDDLE NAME]

B. ORIENTATION CHECKLIST PROPER

TASKS	DATE	APPROVED BY SUPERVISOR
<input type="checkbox"/> Introduction with the Supervisor.	[DATE]	[AUTHORIZED SIGNATURE]
<input type="checkbox"/> Facilities Orientation	[DATE]	[AUTHORIZED SIGNATURE]
<input type="checkbox"/> Operations Orientation	[DATE]	[AUTHORIZED SIGNATURE]

<input type="checkbox"/> Safety Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Performance Appraisal Policy Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Probation Policy Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Disciplinary Policy Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> First Aid, Emergency, Medical Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Emergency Notification Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Fire, Earthquake, Flood Drill Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Evacuation Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> General Operations Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Specific Operations Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Tools, Equipment, Machinery Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Regulatory Training Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Job Training Orientation	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>
<input type="checkbox"/> Other Requirements: <u>[SPECIFY HERE]</u>	<u>[DATE]</u>	<u>[AUTHORIZED SIGNATURE]</u>

Signed this [DATE]

[AUTHORIZED SIGNATURE]

[NAME OF SUPERVISOR]

I hereby declare that I have completed all the necessary tasks, training, and programs required for my orientation into the company and I understand the responsibilities I shall undertake towards not only my own safety, but for the safety of my co-workers and the company as well. I have received a signed copy of this New Hire Orientation Checklist for convenience and future reference.

[AUTHORIZED SIGNATURE]

[NAME OF EMPLOYEE]

- ☐ Employee's Copy [AUTHORIZED SIGNATURE]
- ☐ Company's Copy [AUTHORIZED SIGNATURE]