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## New Employee Orientation Program Checklist

### Administrative support

- Help new hires fill out HR paperwork, like:
  - 1902 / 2305 form BIR
  - R-1A form SSS
  - HQP-PFF-053 Pag-ibig form
  - ER-2 form Philhealth
  - Employee acknowledgement and consent form
  - Background check form
  - Direct deposit form
- Explain regular procedures, like:
  - How to enter and leave the building (e.g. use of a security token)
  - How to place orders (e.g. for stationary)
  - How to request time off (e.g. how to request sick leave)
- Arrange for new hires to obtain staff photos (e.g. for a badge, business card or online avatar.)

### Company policies overview

- Explain employment agreement terms and make sure new hires sign these forms. These include:
  - Non-disclosure agreement
  - Non-compete agreement
  - Confidentiality agreement
  - Employee invention agreement
  - Contract of Service agreement
- Provide resources on perks and benefits, like:
  - Health and medical insurance
  - Mobile plan reimbursement
  - Company car policy
  - Stock options or profit sharing
  - Training program guide
  - Performance bonus guide
  - Employee wellness program
  - Employee 80-10-10 Work Life Balance

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- Provide new hires an overview of key company policies, like:
    - Vacation/ paid time off
    - Work from home
    - Sick leave
    - Safety guidelines
    - Absenteeism or AWOL
    - Data security
  - Go over what a typical day at the office looks like and mention:
    - Regular work times
    - Breaks
    - Lunch options
    - Business culture and ethics
  - Give new hires a copy of your employee handbook and answer questions they may have.

## **Office tours and introductions**

- Lead new hires on an office tour and show them where each department is located. Also, walk through common areas, like:
  - Bathroom
  - Pantry
  - Dining area
  - Admin Office
  - Open Area
  - Meeting Areas
  - Lobby
  - Wellness Room
- Point out to new hires who to look for when they need assistance with specific issues. Include:
  - Their direct manager
  - Your HR team
  - Your IT team
  - Your office manager
- Introduce new hires to all teams.
- Schedule meetings for new hires with colleagues and team leaders from other departments.

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- Show new hires the company's meeting rooms and explain how they can book them.
  - Indicate where the building's emergency exits are.
  - Schedule a teamwide meetup to welcome new hires in less formal setting (e.g. a group lunch or after-hours drinks.)
  - Assign a work buddy or mentor to assist new hires with onboarding tasks and questions during first days or weeks.

### **Workstation setup**

- Explain how to use office equipment, including:
  - Telephone (internal and external calls)
  - Printer
  - Fax
  - Kitchen appliances (e.g. coffee machine)
  - Video conferencing tools
- Provide an overview of the main corporate online channels, including:
  - Intranet
  - Email
  - Messaging application
  - Company website
  - Shared drives
  - Data security software
- Assign a member of the IT team to assist with computer setup. Make sure new hires understand how to use all company tools and software needed for their role.
- Schedule a detailed training on IT security guidelines.
- Schedule a product demo if relevant.
- Provide stationary and explain where to find office supplies, like:
  - Pens and pencils
  - Notebooks
  - Post-it notes