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HR411® Employee Orientation Checklist

This checklist provides a step-by-step overview of the employee orientation process. Related resources can be found to the right of each step.
For more detailed information, read our New Employee Orientation Guide.

QUESTIONS ABOUT ORIENTATION & ONBOARDING? Contact the [HR HelpDesk](#) to speak with an HR Professional

| Orientation Steps | Related Resources |
|---|--|
| <input type="checkbox"/> Send new hire paperwork Send new hire paperwork prior to start date; request the employee bring in completed paperwork on their first day. | Forms: <ul style="list-style-type: none">• Orientation Package |
| <input type="checkbox"/> Prepare for the new hire's arrival Inform co-workers of the new employee's arrival and prepare their workspace. | Forms: <ul style="list-style-type: none">• Orientation Checklist for Supervisors |
| <input type="checkbox"/> Tour the facility and introduce new employee Upon the employee's arrival, give him or her a tour of the facility and introduce co-workers. | Forms: <ul style="list-style-type: none">• Orientation Checklist |
| <input type="checkbox"/> Review paperwork Ensure that Section One of the I-9 form is completed on the employee's start date. Discuss benefit eligibility and review other paperwork to ensure completeness. | Forms: <ul style="list-style-type: none">• Form I-9• Federal W-4• Salary & Benefits Checklist for New Employees |
| <input type="checkbox"/> Review company policies Provide the employee with a copy of the company handbook and request that they sign a handbook acknowledgement form. | Forms: <ul style="list-style-type: none">• Employee Handbook Acknowledgement Form |

☐ **Complete Section Two of the I-9 within 3 days**

Complete Section Two of the I-9 within three business days of the employee's start date.

Tip of the Week:

- [I-9 Audits on the Rise: Tips to Help Prepare for an ICE Inspection](#)

☐ **Clarify job responsibilities and set goals**

Review job description and clarify the employee's role. Set short-term and long-term performance goals.

Forms:

- [Job Description Acceptance](#)
- [Setting Individualized Objectives](#)

Wizards:

- [Job Description Wizard](#)

Tip of the Week:

- [Setting Performance Goals](#)

☐ **Hold 90-day follow-up meeting**

After the new employee has been with the company for 90 days, hold a meeting to determine: the employee's satisfaction with the company's on-boarding initiatives; how well the employee has transitioned into his or her new role; what additional training may be needed; and if there is anything else that stills needs to be clarified or discussed.

Forms:

- [90 Day Follow-up Interview](#)