

# ORIENTATION CHECKLIST

Name \_\_\_\_\_  
Last First M.I.  
Title \_\_\_\_\_ Dept. \_\_\_\_\_ Hire Date \_\_\_\_\_

- Introduction to Employees
- Conduct Office/Plant Tour (*point out supply room, break room, rest rooms etc.*)
- Explain use of:
  - Computer Equipment
  - Office Equipment (*fax, copier, scanner, etc.*)
  - Telephone (*assign personal code*)

## Forms to be completed:

- Application Form
- I-9 Immigration Form (*within 3 days of hire*)
- Federal Tax Form
- State Tax Form (*if applicable*)
- Employee Information Form
- Company Property Form
- Personnel Action Form
- Pretax Election Form
- Benefit Application(s)
- Other \_\_\_\_\_

## Provide employee with:

- Benefit Summaries, Booklets, Summary Plan Descriptions
- Employee Handbook (*obtain signed receipt and acknowledgment form*)
- Absence Tracking Calendar
- Keys
- Credit Card
- Phone Card
- Computer Hardware/Software/Peripherals
- Office Equipment
- Safety Apparel/Equipment
- Other \_\_\_\_\_

## Miscellaneous:

- Set up workspace with office supplies and/or equipment.
- Make arrangements for lunch the first day.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date