**Employee Orientation Checklist / Completion Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Employee Name:** |  |
| **Position Title:** |  | **Employee ID:** |  |
| **Start Date:** |  | **Supervisor:** |  |
| **Orientation Date(s):** |  |  |  |

**Section 1: Administrative Setup**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Completed (✔)** | **Date** | **Initials** |
| 1 | Completed employment forms (personal info, tax, etc.) | ☐ | 1 |
| 2 | Submitted identification and employment eligibility documents | ☐ | 2 |
| 3 | Received employee ID card and access credentials | ☐ | 3 |
| 4 | Set up email and computer access | ☐ | 4 |
| 5 | Assigned workstation or workspace | ☐ | 5 |

**Section 2: Company Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Topic Covered** | **Completed (✔)** | **Date** | **Initials** |
| 6 | Company mission, vision, and values explained | ☐ | 6 | Company mission, vision, and values explained |
| 7 | Organizational structure reviewed | ☐ | 7 | Organizational structure reviewed |
| 8 | Introduction to key team members and departments | ☐ | 8 | Introduction to key team members and departments |
| 9 | Company policies and employee handbook reviewed | ☐ | 9 | Company policies and employee handbook reviewed |
| 10 | Confidentiality and code of conduct discussed | ☐ | 10 | Confidentiality and code of conduct discussed |

**Section 3: Job-Specific Orientation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Topic Covered** | **Completed (✔)** | **Date** | **Initials** |
| 11 | Job duties and responsibilities explained | ☐ | 11 |  |
| 12 | Reviewed work hours, attendance, and reporting lines | ☐ | 12 |  |
| 13 | Equipment, tools, or software training completed | ☐ | 13 |  |
| 14 | Safety and emergency procedures explained | ☐ | 14 |  |
| 15 | Performance expectations and goals discussed | ☐ | 15 |  |

**Section 4: Benefits & HR Policies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Topic Covered** | **Completed (✔)** | **Date** | **Initials** |
| 16 | Benefits and insurance plans explained | ☐ | 16 |  |
| 17 | Leave and attendance policies reviewed | ☐ | 17 |  |
| 18 | Payroll and direct deposit setup confirmed | ☐ | 18 |  |
| 19 | Training and professional development programs discussed | ☐ | 19 |  |
|  |  |  |  |  |

**Section 5: Acknowledgment & Completion**

|  |  |  |
| --- | --- | --- |
| **Statement** | **Employee Initials** | **Supervisor Initials** |
| I have completed the above orientation checklist. |  |  |
| I understand the company’s policies and procedures. |  |  |
| I have received copies of all relevant documents and resources. |  |  |
|  |  |  |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Employee |  |  |  |
| Supervisor/Trainer |  |  |  |
| HR Representative |  |  |  |