



# New Hire Checklist: Supporting your Employees from the Start

Hiring a new employee? Use this checklist to help you welcome and engage employees from day one.

Welcoming a new employee is an exciting opportunity to grow your business. In the first week, you'll guide your new hire through a process called **orientation**. This is your chance to introduce them to their work environment and explain what their role involves. A well-planned orientation does more than just help new employees settle in smoothly - it sets the foundation for their success and long-term commitment to your company. By taking the time to properly welcome and prepare your new hire, you're investing in both their future and the future of your business.

An effective employee orientation program should accomplish the following:



#### Making them feel welcome:

Show them around, introduce them to everyone, and provide time to socialize and start building relationships.



#### Teaching them the ins and outs of their job:

Train them on what they need to do and how to do it. Help the employee understand why you started your business and how you want it to work.



#### Sharing your company culture and expectations:

Help them understand your way of doing business and what makes it special. Clearly communicate company policies, expectations, and performance standards.



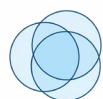
#### Reducing their anxiety:

Help ease the transition into a new environment and reduce any stress or anxiety by answering any questions or concerns they may have about their new position.

To help you accomplish this, you'll want to identify what specific tasks would apply to introducing a new hire to your business operation. Here are key areas to consider:

Company Framework	Introductions & Tours	New Employee Paperwork	Benefits/ Compensation	Key Policy Review	Administrative Procedures
What information helps your employee understand your business?	What team members will they be working with and what do they need to know about the work space?	What paperwork is required to be able to start work?	What information does your employee need regarding pay structure and benefits?	What are the important policies and procedures they need to be aware of?	What other business related tasks are important to explain to employees?

Whether you're **hiring your first employee** or growing your team, taking the time to onboard new hires, will help them get up to speed faster, feel like part of the team, and succeed in their job. Our onboarding checklist can help! **Download the sample checklist on page two to get started.** *All the items in the checklist may not apply to your business. Add the items you need to include and note those not required as NA.*



SHARED  
SUCCESS

ECONOMIC  
OPPORTUNITIES  
PROGRAM  
aspen institute

# Orientation Checklist: An Employee's First Week

Employee Name		Hire Date	
Manager Name			

<input checked="" type="checkbox"/> <b>Review Company Framework</b>
<input type="checkbox"/> Business overview
<input type="checkbox"/> Company values and purpose
<input type="checkbox"/> Staff and their roles
<input type="checkbox"/> Outline training/onboarding plan

<input checked="" type="checkbox"/> <b>Introductions and Tours</b>
<input type="checkbox"/> Coworkers
<input type="checkbox"/> Tour of building, including:
<input type="checkbox"/> Restrooms
<input type="checkbox"/> Break area/vending/lactation space/prayer areas
<input type="checkbox"/> Parking
<input type="checkbox"/> Bulletin/employee announcements/work space
<input type="checkbox"/> Supplies
<input type="checkbox"/> Emergency exits

<input checked="" type="checkbox"/> <b>New-Employee Paperwork</b>
<input type="checkbox"/> W-4 and state tax forms
<input type="checkbox"/> Direct deposit form
<input type="checkbox"/> Employee handbook
<input type="checkbox"/> Emergency contact form

<input checked="" type="checkbox"/> <b>Benefits and Compensation</b>
<input type="checkbox"/> Pay increase/performance review process
<input type="checkbox"/> Paid and unpaid leave
<input type="checkbox"/> Health, life or disability insurance
<input type="checkbox"/> Retirement benefits
<input type="checkbox"/> Payroll process and timing

<input checked="" type="checkbox"/> <b>Administrative Procedures</b>
<input type="checkbox"/> Point of Sale/workstation
<input type="checkbox"/> Username and password
<input type="checkbox"/> E-mail communication
<input type="checkbox"/> Keys/building entry
<input type="checkbox"/> Nametags and business cards
<input type="checkbox"/> Employee reimbursements
<input type="checkbox"/> Telephones

<input checked="" type="checkbox"/> <b>Key Policy Review</b>
<input type="checkbox"/> Scheduling and break policy
<input type="checkbox"/> Dress code
<input type="checkbox"/> Overtime
<input type="checkbox"/> Vacation and sick leave
<input type="checkbox"/> FMLA/leaves of absence
<input type="checkbox"/> Personal conduct standards (i.e. how to greet customers, how to respond to inquiries, etc.)
<input type="checkbox"/> Confidentiality
<input type="checkbox"/> Safety
<input type="checkbox"/> Injury reporting
<input type="checkbox"/> Emergency procedures
<input type="checkbox"/> Technology and equipment usage
<input type="checkbox"/> Social media, e-mail and internet usage
<input type="checkbox"/> Disciplinary actions (consequences of not following policies, i.e. warning, termination, etc.)
<input type="checkbox"/> Anti-harassment/discrimination
<input type="checkbox"/> Security
<input type="checkbox"/> Other key policies / procedures related to your business

<input checked="" type="checkbox"/> <b>Other</b>
<i>Here, list what else you want to accomplish in the first week.</i>
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**ACKNOWLEDGMENT:** (to be signed upon completion of all orientation items)

Employee		Date	
Manager		Date	