

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.**

Orientation Checklist: An Employee's First Week

Employee Name		Hire Date	
Manager Name			

✓ Review Company Framework

- Business overview
- Company values and purpose
- Staff and their roles
- Outline training/onboarding plan

✓ Introductions and Tours

- Coworkers
- Tour of building, including:
 - Restrooms
 - Break area/vending/lactation space/prayer areas
 - Parking
 - Bulletin/employee announcements/work space
 - Supplies
 - Emergency exits

✓ New-Employee Paperwork

- W-4 and state tax forms
- Direct deposit form
- Employee handbook
- Emergency contact form

✓ Benefits and Compensation

- Pay increase/performance review process
- Paid and unpaid leave
- Health, life or disability insurance
- Retirement benefits
- Payroll process and timing

✓ Administrative Procedures

- Point of Sale/workstation
- Username and password
- E-mail communication
- Keys/building entry
- Nametags and business cards
- Employee reimbursements
- Telephones

✓ Key Policy Review

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

✓ Other
Here, list what else you want to accomplish in the first week.

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ACKNOWLEDGMENT: (to be signed upon completion of all orientation items)

Employee		Date	
Manager		Date	