

Job Orientation Checklist

1. Pre-Orientation Preparation

- ✓ Send a welcome email with details about the first day.
- ✓ Provide an employee handbook or company guide.
- ✓ Assign a mentor or buddy for support.
- ✓ Prepare necessary work equipment (computer, ID card, access codes).
- ✓ Set up email, software accounts, and company communication channels.

2. First-Day Essentials

- ✓ Give a warm welcome and introduce team members.
- ✓ Provide an office tour (restrooms, cafeteria, emergency exits).
- ✓ Explain company culture, mission, and values.
- ✓ Discuss company policies (attendance, dress code, leave).
- ✓ Collect necessary documents (ID, tax forms, direct deposit info).

3. Job Role & Responsibilities

- ✓ Review the job description and expectations.
- ✓ Explain the reporting structure and key contacts.
- ✓ Provide training schedules and learning resources.
- ✓ Set initial performance goals and milestones.

4. Workplace Policies & Safety

- ✓ Cover workplace safety protocols and emergency procedures.
- ✓ Discuss cybersecurity and data protection guidelines.
- ✓ Explain HR policies on harassment, conflict resolution, and complaints.

5. Tools & Technology

- ✓ Provide training on company software and tools.
- ✓ Explain how to access shared files, emails, and project management systems.
- ✓ Set up work devices and test login credentials.

6. Benefits & Compensation

- ✓ Explain the payroll process and salary structure.
- ✓ Discuss health insurance, retirement plans, and other benefits.
- ✓ Share details about vacation, sick leave, and personal days.

7. Ongoing Support & Growth

- ✓ Set up regular check-ins with the manager.
- ✓ Discuss training opportunities and career development plans.
- ✓ Encourage feedback and open communication.
- ✓ Provide a Q&A session to address concerns.