New employee orientation program checklist | Workable

**Administrative support**

* Help new hires fill out HR paperwork, like:
	+ I-9 form
	+ W-4 form
	+ Employee acknowledgement and consent form
	+ Background check form
	+ Direct deposit form
* Explain regular procedures, like:
	+ How to enter and leave the building (e.g. use of a security token)
	+ How to place orders (e.g. for stationary)
	+ How to request time off (e.g. how to request sick leave)
* Arrange for new hires to obtain staff photos (e.g. for a badge, business card or online avatar.)
* Provide new hires with an employee uniform, if applicable.

**Company policies overview**

* Explain employment agreement terms and make sure new hires sign these forms. These might include:
	+ Non-disclosure agreement
	+ Non-compete agreement
	+ Confidentiality agreement
	+ Employee invention agreement
* Provide resources on perks and benefits, like:
	+ Health and life insurance
	+ Mobile plan reimbursement
	+ Company car policy
	+ Stock options guide
	+ Training program guide
	+ Performance bonus guide
	+ Employee wellness program
* Provide new hires an overview of key company policies, like:
	+ Vacation/ paid time off
	+ Work from home
	+ Sick leave
	+ Safety guidelines
	+ Absenteeism
	+ Data security
* Go over what a typical day at the office looks like and mention:
	+ Regular work times
	+ Breaks
	+ Lunch options
* Give new hires a copy of your [employee handbook](https://resources.workable.com/employee-handbook-policies) and answer questions they may have.

**Office tours and introductions**

* Lead new hires on an office tour and show them where each department is located. Also, walk through common areas, like:
	+ Bathroom
	+ Kitchen
	+ Dining area
	+ Balcony
* Point out to new hires who to look for when they need assistance with specific issues. Include:
	+ Their direct manager
	+ Your HR team
	+ Your IT team
	+ Your office manager
* Introduce new hires to all teams.
* Schedule meetings for new hires with colleagues and team leaders from other departments.
* Show new hires the company’s meeting rooms and explain how they can book them.
* Indicate where the building’s emergency exits are.
* Schedule a teamwide meetup to welcome new hires in less formal setting (e.g. a group lunch or after-hours drinks.)
* Assign a work buddy or mentor to assist new hires with onboarding tasks and questions during first days or weeks.

**Workstation setup**

* Explain how to use office equipment, including:
	+ Telephone (internal and external calls)
	+ Printer
	+ Fax
	+ Kitchen appliances (e.g. coffee machine)
	+ Video conferencing tools
* Provide an overview of the main corporate online channels, including:
	+ Intranet
	+ Email
	+ Messaging application
	+ Company website
	+ Shared drives
	+ Data security software
* Assign a member of the IT team to assist with computer setup. Make sure new hires understand how to use all company tools and software needed for their role.
* Schedule a detailed training on IT security guidelines.
* Schedule a product demo if relevant.
* Provide stationary and explain where to find office supplies, like:
	+ Pens and pencils
	+ Notebooks
	+ Post-it notes