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