

# Employee Orientation Checklist

*(A copy of this checklist needs to stay in the worksite files)*

## Welcome and Introductions

What it means to work in this organization

## Tour of Worksite

Overall tour of the facility

Location of fire extinguishers, fire escapes, evacuation routes

## Tour of Employee Facilities

Restrooms

Lunch room

Where to store personal belongings

## About the Organization

Company structure

Key people in organization

Types of services, products, etc.

Customers

Hiring Age Requirements

## Department Specifics

Telephone number and address

Reporting time

Location of sign-in sheet

Location of work-site folder

Absence procedure

Emergency cards

Parent permission slips

Leaving Time

## Job Specific Training

Telephone skills

Supplies, paper, pens

Office equipment

Filing

Job description

Training program

Evaluations

## Supervisory Expectations

Dress code

Work performance

Teamwork

Customer service

Values/Ethics