

<b>EMPLOYEE INFORMATION</b>			
Name:		Start date:	
Position:		Manager:	
<b>PRIOR TO EMPLOYEES FIRST DAY</b>			
Prepare and Submit to Human Resources: <input type="checkbox"/> Key Request <input type="checkbox"/> ID badge form			
<input type="checkbox"/> Contact New Hire regarding completion of online orientation			
<b>FIRST DAY OF WORK</b>			
<input type="checkbox"/> HR will provide employee with email account and <a href="#">Employee Handbook</a> .			
<input type="checkbox"/> Assign "buddy" employee(s) to answer general questions.			
<b>POLICIES</b>			
<input type="checkbox"/> Time and leave reporting <input type="checkbox"/> <a href="#">Vacation and sick leave</a> <input type="checkbox"/> Leave Request <input type="checkbox"/> <a href="#">FMLA/leaves of absence</a> <input type="checkbox"/> <a href="#">Holidays</a> <input type="checkbox"/> Overtime <input type="checkbox"/> <a href="#">Provisional Hire Period</a> <input type="checkbox"/> <a href="#">Performance Appraisal Process</a> <input type="checkbox"/> <a href="#">Progressive disciplinary actions</a>		<input type="checkbox"/> Personal conduct standards <input type="checkbox"/> Dress code <input type="checkbox"/> Security <input type="checkbox"/> Safety <input type="checkbox"/> Emergency procedures <input type="checkbox"/> Confidentiality <input type="checkbox"/> Visitors <input type="checkbox"/> E-mail and Internet use <input type="checkbox"/> Inclement weather procedures	
<b>GENERAL PROCEDURES</b>			
<input type="checkbox"/> Office/desk/work station <input type="checkbox"/> Keys <input type="checkbox"/> Mail (incoming and outgoing) <input type="checkbox"/> Business cards (If necessary) <input type="checkbox"/> Purchase requests		<input type="checkbox"/> Telephones <input type="checkbox"/> Building access cards <input type="checkbox"/> Conference rooms <input type="checkbox"/> Expense reports (If necessary) <input type="checkbox"/> Office supplies	
<b>INTRODUCTIONS AND TOURS</b>			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:		<ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Restrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Printers</li> <li>• Office supplies</li> <li>• Coffee/vending machines</li> <li>• Emergency exits and supplies</li> </ul>
<b>POSITION INFORMATION</b>			
<input type="checkbox"/> Introductions to team. <input type="checkbox"/> Review initial job assignments and training plans. <input type="checkbox"/> Review job description and performance expectations and standards. <input type="checkbox"/> Review job schedule and hours. <input type="checkbox"/> Review payroll timing, time cards (if applicable), and policies and procedures.			
<b>COMPUTERS</b>			
<input type="checkbox"/> Hardware and software reviews, including:		<ul style="list-style-type: none"> <li>• E-mail</li> <li>• Intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office System</li> <li>• Data on shared drives</li> <li>• Databases</li> <li>• Internet</li> </ul>